

2. Aquinas College Student Privacy Policy

Aquinas College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. The privacy and confidentiality of all student records shall be preserved. Officers of administration, members of the faculty and staff of the college are bound to respect the rights of a student by holding in confidence information they acquire in the course of their work.

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which defines permanent educational records as files, documents and other recorded materials which contain information directly related to a student and which are maintained by Aquinas College or a person acting in an official capacity for the College. Educational records do not include those maintained by instructional, supervisory, administrative and educational personnel in the sole possession of information which is not accessible or revealed to any other person. Additionally, educational records do not include records of a student 18 years of age or older or those of a student attending an institution of post secondary education that are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional personnel in connection with the provision of treatment to the student unless specifically requested by the student. Records of students as employees are not part of the education record unless the employment results from the employee's status as a student. Educational records do not include alumni records.

The Registrar coordinates the inspection and review procedures for student records which include personal, academic and financial files as well as placement records.

The FERPA affords students certain rights with respect to their educational records. They are;

The right to inspect and review the student's educational records within 45 days of the day the College receives an official request for access.

Students should submit to the Registrar a written request that identify the record(s) they wish to inspect. The Registrar will make arrangements for access with the custodian ([LINK TO LIST](#)) of the particular record and will notify the student of the time and place where the records may be inspected.

Official Aquinas College transcripts are released only when requested in writing by the student. There is a fee for each copy. Transcripts will not be released for students who have failed to meet their financial obligations to the College. The College will not allow transcripts from other institutions sent or delivered to Aquinas College to be copied or released to a student. Those documents must be requested from the originating institution.

The right to request an amendment of the student's educational records that he/she believes is inaccurate or misleading.

The student should write the Custodian responsible for the particular record, clearly identify the part of the record they want changed in 100 words or less, and specify why it is inaccurate or misleading.

The Custodian of the record will notify the student of its decision to amend the record or deny the student request. If denied, the student may choose to appeal the decision to the appropriate executive official.

Aquinas College may disclose information on a student without violating FERPA through what is known as directory information. FERPA regulations define "directory information" as information contained in an education record of a student that would not usually be considered harmful or an invasion of privacy. This generally includes a students name, address, telephone number, electronic

mail address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (full/ part time, undergraduate or graduate), degrees, honors and awards received, other educational institutions attended and related information. Federal law (Solomon Amendment) also requires that institutions of higher education provide military recruiters the names, addresses, telephone numbers and birth dates of currently enrolled students.

A student may restrict the release of his/her directory information by making a request in writing to the Registrar within two weeks of the start of the first enrolled semester of the academic year. This request must be made on a yearly basis.

In certain situations, a student's consent is not required to disclose educational information. These exceptions include;

- to school officials who have legitimate educational interests;
- to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs;
- to persons or organizations in connection with financial aid;
- to organizations conducting studies for or on behalf of educational institutions;
- to accrediting organizations;
- to parents of students for violations of any law or institutional rule related to the possession of alcohol or controlled substance;
- to comply with judicial order of subpoena
- health or safety emergency
- directory information;
- to the students themselves;
- results of disciplinary hearing to an alleged victim of a crime of violence;
- to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis. The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records. When the custodian of the record has any question regarding the legitimacy of the request, the custodian should withhold disclosure unless consent of the student is obtained.

The following is a list of the types of records that the College maintains, their custodian and their appropriate executive official.

Type of Record	Custodian	Appropriate Executive Official
Academic Record	Registrar	Provost
Disciplinary	Dean of Students	Provost
Financial Aid	Director of Financial Aid	VP Enrollment
Placement	Director of Career Development	Provost
News Releases	Director of College Relations	President
Student Accounts	Controller	VP Finance