



POLICY STATEMENT

NO. 4 03.02

COORDINATED BY: Office of Student Affairs

EFFECTIVE: October 25, 1978

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SUBJECT: Access to and Release of Student Information

I. PURPOSE

To establish policies and procedures relating to access and release of student information

II. POLICY

Policies and procedures relating to student information ensures each student access to his or her educational records maintained by the university and prohibits the release of personally identifiable information from these records without the student's permission except as specified by law. A student who has been enrolled on more than one campus of the LSU System must request records from the appropriate office on each campus. If copies of records are desired, the student is required to pay the cost for these copies.

III. PROCEDURES

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review education records within 45 days of the day the University receives a request for access. To examine records, the student should submit to the Registrar and Director of Admissions (Administration 168) a written request that identifies the record(s) he/she wishes to inspect. The Registrar and Director of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he/she will advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the education records that are believed to be inaccurate or misleading. A student may ask the University to amend a record that is believed to be inaccurate or misleading. The student should write the Registrar and Director of Admissions, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University/LSU System in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and counseling staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, graduate students serving as instructors, and students who are assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which students seek or intend to enroll; public officials as specified by law; agencies and offices administering financial aid for records required in connection with a student's application for or receipt of financial aid; organizations for use in developing, validating, or administering student aid programs and improving instruction; accrediting agencies; parents of students who are dependents for income tax purposes; and appropriate persons in the case of health and safety emergencies. The University may release education records without consent to courts of law in response to court orders or subpoenas. When responding to a court order or subpoena, a reasonable effort in advance of compliance will be made to notify the student of all such orders or subpoenas.

To allow any person, other than those specified, access to a student's educational records, the student must submit a written, dated, and signed waiver to the official responsible for the records. The waiver must specify the records to be released, the reasons for such release and the names of the persons to whom records should be released.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

