

SECTION FIVE – STUDENT RECORDS AND DISCLOSURE

STUDENT RECORDS & DISCLOSURE

1. Right To Inspect Educational Records

A student has the right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Requests must be made in writing and directed to the office in which the record is kept (see below: location of records). The University will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. Location of Records

Franklin Pierce University collects and maintains student's information for both statistical reporting and operation of the University. The information is retained in computer and on paper records kept in the following offices: Registrar's, Academic Services', Student Financial Services', Student Affairs, Health Center, College Relations, Outreach Education Center, and Campus Safety.

3. Amending A Record

Students may ask the University to amend a record they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

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 his or her right to appeal the decision. Appeals are directed in writing to the Vice President or Dean with jurisdiction for the area where the record is maintained. A decision will be returned within twenty business days of receipt of the appeal. The decision by the Vice President/Dean will be final. The student, however, does have the right to insert his/her own statement into the record.

4. Release of Information

Students have the right to consent to disclosure of personally identifiable information retained in a student's educational records, except to the extent that FERPA authorizes disclosure. Exceptions that exist are:

- Disclosure to school officials with legitimate educational interests.
- Directory information (as outlined in the University Catalogue).
- To schools in which a student seeks or intends to enroll.

- To Federal, State, and local authorities conducting an audit, evaluation or enforcement of educational programs.
- In connection with Financial Aid.
- To organizations conducting students on behalf of educational institutions.
- To accrediting organizations.
- To parents of a dependent student.
- To comply with a judicial order or subpoena.
- In health or safety emergency.
- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- Disclosure to parent of student under 21 if the University determines that the student has committed a violation of drug or alcohol policies or rules.
- Directory information includes the following: The students name, Campus/home address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent prior educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Any student who does not want such information released, may file a form in the Registrar's Office. Students are asked to inform the registrar of any corrections to their biographical information immediately.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of FERPA. The address is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

5. Communications With Student and Parents

Written Communications from the University are sent directly to the students, unless otherwise stipulated (i.e. code of conduct). Students account statement are mailed to students at their permanent address and to the Franklin Pierce University mailbox. Student grades can viewed on Campus Web after grading period has closed. Every student is assigned a mailbox, e-mail, and voicemail (upon request) is required to check it frequently.

6. Information Requested

The University gathers information on a variety of areas. Explanation of some of these may be helpful.

Citizenship must be indicated as we are bound by federal law to provide information certification for citizenship for citizens of the United States and foreign countries.

Dependent/Independent status is determined by whether or not a student's parents have claimed them as dependent on their federal tax return in compliance with Internal Revenue Service regulations. This is a provision of the Buckley Amendment and the University will consider all students dependent unless otherwise documented on special forms in the Registrar's Office.

Veterans or dependents of veterans eligible for the various programs of educational assistance must indicate their status and complete a special form for the Registrar. It is most important that this process be completed promptly as no benefits can be certified until it is complete.

The Development Office gathers information and maintains a file on students' parents for contact with them for important events such as Family Day and distribution of various university publications, including Parents Newsletter and Pierce Magazine. In addition, this file is used to enlist parent's support in a number of University Activities.