

accounts, transcripts will not be provided without clearance from the Business Office. Transcripts of record from other institutions submitted to this institution will not be returned to the student.

Reports to Students. An enrollment report is made available to the students by the Admissions/Records Office and at the end of the semester final grade reports are mailed to the students at the address submitted to the Admissions/Records Office.

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

The Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (45 C.F.R. 99), sets out requirements designed to protect the privacy of parents and students concerning education records maintained by the institution. Specifically, the statute and regulations governs (1) access to records maintained by the campus, and (2) the release of such records. In brief, the law provides that the campus must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate; the right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the Act and the regulations on the campus. Copies of these policies and procedures may be obtained at the Office of the Dean of Student Affairs. An office and review board have been established by the Department of Health, Education and Welfare to investigate and adjudicate violations and complaints under the Act. The office designated for this purpose may be contacted at the following address: The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue, S. W., Washington, D. C. 20201.

The campus is authorized under the Act to release public directory information concerning students. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student specifying information which the student requests not be released. Written objections should be sent to the Office of the Dean of Student Affairs.

STUDENT ACADEMIC PETITIONS

The Student Academic Petition Committee has the authority to recommend the waiver or modification of certain university policies and regulations when such policies and regulations create a significant handicap or hardship for a student.