



NO. 7.05.00
Formerly 4.03.02

Coordinated By: Registrar's Office
Effective: 10/25/1978
Revised: 9/3/2004
Revised: 12/12/19

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 has 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. The information in the educational record may be challenged by the student as inaccurate, misleading or in violation of privacy, and a written explanation by the student of the contents may be provided for insertion into the record. The officials responsible for student records are as follows:

Director of Financial Aid - Financial Aid Records

Director of Student Advocacy & Accountability - Disciplinary Records

Registrar - Scholastic Records

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 of these copies.

III. PROCEDURES

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

- 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 (AD 168) a written request that identifies the record(s) he/she wishes to inspect. The Registrar 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.

- 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 communicate to the Registrar in writing, 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.
- 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 may disclose 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; 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.

- 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, 400 Maryland Avenue SW, Washington, DC 20202-5920.
- At its discretion, the university may provide directory information to the public in accordance with the provision of the Family Educational Rights and Privacy Act of 1974, as amended, to include: the student's name, mailing and e-mail address, telephone listing, date and place of birth, photographs, dates of enrollment, major field of study, enrollment status (e.g., full-time or part-time), classification, major degree(s) earned, awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams and the most recent previous educational agency or institution attended by the student.
- The student may have any or all of the directory information withheld by completing the directory exclusion card in the Admissions and Records Office at the time of registration for each semester.

AUTHORIZED BY:



12/16/19
Date

APPROVED BY:



Lawrence Clark, Chancellor

12/17/19
Date

This policy was written, approved, and published in accordance with LSU Shreveport General Policy 1.01.01. Policy Manual published at <https://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/1.01.01.pdf>