



# Privacy and Release of Student Education Records

## Office of the University Registrar

Applies to: Students

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Issued: 01/01/1974  
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The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice is sent to enrolled students at the start of each autumn semester to explain the rights of students with respect to records maintained by the university. It also outlines the university's procedures to comply with the requirements of the Act. Copies of the Act, the Federal Regulations adopted pursuant to it, and this notice are available for persons to examine in the Office of the University Registrar, 281 W. Lane Ave., Columbus, OH 43210-1230.

### Definitions

Term	Definition
<b>Education Record</b>	<p>A. The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the university. The following categories of information are exempted and are not considered to be "education records:"</p> <ol style="list-style-type: none"><li>Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.</li><li>Records maintained by the Office of Public Safety for law enforcement purposes.</li><li>Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)</li><li>Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records</li></ol> <p>B. All records pertaining to students which are maintained by university offices are official university records, and as such, remain the property of the University.</p> <p>C. Each university unit has an obligation to keep a record of requests and disclosures of student record information except when the request is from the student, a university official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.</p>

### Policy Details

#### I Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

- Financial records of parents.
- Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.



# Privacy and Release of Student Education Records Office of the University Registrar

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3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

## II Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the university may not require a student to waive his or her right of access for receipt of university benefits or services.

## III Procedures for Inspection and Review

- A. Requests to review records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
- B. Information contained in education records will be fully explained and interpreted to students by university personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

## IV Right to Challenge Information in Records

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

## V Procedures for Hearing to Challenge Records

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
- B. Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
- C. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV.
- D. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
- E. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior university officials and a decision rendered, in writing, within a reasonable period of time.
- F. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the



# Privacy and Release of Student Education Records

## Office of the University Registrar

Applies to: Students

record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the university.

### VI Consent for Release Required

Consent must be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

### VII Release Without Consent

A. The requirement for consent does not apply to the following:

1. Requests from faculty and staff of The Ohio State University who have a legitimate education interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the University Registrar. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
2. Requests in compliance with a lawful subpoena or judicial order.
3. Requests in connection with a student's application for or receipt of financial aid.
4. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act--organizations conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
5. Information submitted to accrediting organizations.
6. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
7. In the case of emergencies, the university may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
8. To authorized federal officials who have need to audit and evaluate federally-supported programs.
9. The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
10. Requests for "directory information" (see item VIII).

B. The university reserves the right to verify the accuracy of any information contained in what purports to be an official university document (e.g. a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

### VIII Directory Information

A. The Ohio State University, in accordance with the Act, has designated the following information about students as public (directory) information:

1. Name
2. Address (local, home and e-mail)
3. Telephone (local and home)
4. Program of Study (including college of enrollment, major and campus)



# Privacy and Release of Student Education Records

## Office of the University Registrar

Applies to: Students

5. Enrollment status (e.g. full-time, part-time, withdrawn)
  6. Dates of attendance
  7. Honors awarded
  8. Previous educational agencies or institutions attended
  9. Participation in officially recognized activities and sports
  10. Weight and height of members of intercollegiate athletic teams
- B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the online "Find People") shall so indicate by completing a request to withhold release of Directory Information available from the Student Center. At least ten days should be allowed for processing of these requests.
- C. The university receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The university, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the university will be refused unless the student provides written consent for the release.
- D. The university publishes Student Directory Information on the web via Find People. Student's Directory Information on the web contains name, email address, major and college. To keep directory information from being made public, a student must notify the Office of the University Registrar (in the manner described above).

### IX Complaints, Concerns or Suggestions

Any student who has reason to believe that the university is not complying with the Act or this policy should inform the University Registrar in writing. The University Registrar shall promptly review all such allegations. The University's governance group overseeing this policy is the Council on Enrollment and Student Progress.

## PROCEDURE

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### I Type, Location, and Custodian of Student Records

The Ohio State University does not maintain education records in one central office. Education records are maintained in the respective colleges and schools (including their placement offices), the Graduate School and Graduate departments, each extended campus office (for extended campus students), and the Office of the University Registrar. Other education records are maintained in the Office of Admissions (for enrolled and former students -- applicants are excluded), Office of Student Affairs (disciplinary records), Office of Student Financial Aid (financial and related information, student employment), Athletic Department (intercollegiate sports), Office of International Affairs, Office of Academic Affairs (academic misconduct) and other offices. Questions regarding individual student records should be directed to the appropriate location. See complete list under Responsibilities.



# Privacy and Release of Student Education Records Office of the University Registrar

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## Responsibilities

Position or Office	Location	Custodian
Academic Affairs	203 Bricker Hall	Vice Provost
Accounts Receivable	2 <sup>nd</sup> Floor Student Academic Services Bldg.	Assistant Treasurer
Admissions	1 <sup>st</sup> Floor Student Academic Services Bldg.	Director
Agricultural Technical Inst.	Academic Affairs	Assistant Director
Air Force Aerospace Studies	353 Converse Hall	Chairperson
Allied Medical Professions	106 Allied Med. Prof.	Director
Alumni Information Center	Longaberger Alumni House	Director
Architecture	Knowlton School of Architecture	School Secretary
Arts and Sciences	164 Denney Hall	Assistant Dean
Athletics	St. John Arena	Assistant Director
Business	201 Fisher Hall	Dean
Counseling & Consul. Services	4 <sup>th</sup> Floor Younkin Success Center	Director
Dental Hygiene	3070 Postle Hall	Assistant Director
Dentistry	1159 Postle Hall	Associate Dean
Disability Services	150 Pomerene Hall	Director
Diversity & Inclusion	3 <sup>rd</sup> Floor Student Academic Services Bldg.	Dir. Of Recruitment
Education & Human Ecology	127 Arps Hall	Dean
Engineering	122 Hitchcock Hall	Associate Dean
Extended Education	152 Mount Hall	Associate Director
Fees, Deposits & Disburse.	1 <sup>st</sup> Floor Student Academic Services Bldg.	Assistant Treasurer
Financial Aid	1 <sup>st</sup> Floor Student Academic Services Bldg.	Director
Food, Agriculture & Env. Sci	100 Ag. Admin. Bldg.	Dean
Graduate School	247 University Hall	Assistant Dean
Health Services	Wilce Health Center	Director
Honors Office	Honors House	Director
ID Card Services	3040 Ohio Union	Director
International Affairs	322 Oxley Hall	Director
Law	112 Drinko Hall	Associate Dean
Libraries	Main Library	Director
Lima Campus	Galvin Hall	Associate Dean
Mansfield Campus	Ovalwood Hall	Associate Dean
Marion Campus	Morrill Hall	Associate Dean
Medicine	209 Meiling Hall	Dean
Military Science	253 Converse hall	Chairperson
Naval Science	110 Converse Hall	Chairperson
Newark Campus	Founders Hall	Associate Dean
Nursing	240 Newton Hall	Dean
Optometry	A424 Optom. Bldg	Assistant Dean



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Orientation	1240 Lincoln Tower	Assistant Dean
Pharmacy	217 Parks Hall	Dean
Placement Offices	College Offices	Director
Public Health	250 Cunz Hall	Director
Public Policy & Management	300 Fisher Hall	Director
Registrar's Office	1 <sup>st</sup> Floor Student Academic Services Bldg.	Registrar
Residence & Dining Halls	250 Morrill Tower	Director
Social Work	309 Stillman Hall	Dean
Student Activities	Ohio Union	Director
Student Advocacy Center	1120 Lincoln Tower	Director
Student Conduct	33 W. 11 <sup>th</sup> Ave.	Director
Student Loan Services	1 <sup>st</sup> Floor Student Academic Services Bldg.	Assistant Treasurer
Transportation & Traffic Mgmt	2500 Kenny Road	Director
Undergraduate Student Academic Services	Denney Hall	Dean
Veterinary Medicine	0004 Vet. Hospital	Assistant Dean

## Resources

- U. S. Department of Education, 1-800-872-5327, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Contacts

Subject	Office	Telephone	E-mail/URL
Interpretation of the policy or referral to area responsible for maintaining record(s).	Office of the University Registrar	614-292-9330	<a href="mailto:registrar@osu.edu">registrar@osu.edu</a> <a href="http://registrar.osu.edu/policies/privacy_release_student_records.pdf">http://registrar.osu.edu/policies/privacy_release_student_records.pdf</a>

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All changes must be listed sequentially, including edits and reviews.

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