

Academic Records and Policies

Student Records

Judson College preserves and maintains permanent institution records relating to each student. Information contained in these records is made available to authorized persons or institutions as a service to students in accordance with the following policy.

The College is subject to the provision of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding the hearing procedures.
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 College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the

College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another 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 College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The College may also disclose without the student's consent, "directory information" unless the student has advised the Registrar in writing at least five days following registration. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

The primary purpose of directory information is to allow the College to include this type of information in certain College publications, the media, and outside organizations. The College has designated the following as examples of directory information: the student's name, addresses including electronic mail address, telephone number, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information.

The College may disclose education records in certain other circumstances, but shall do so only upon the authorization of the Registrar.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The Office of the Registrar maintains a paper and/or an electronic academic file and academic transcript on all current and former students. Information contained in these files includes some or all of the following: original admissions application, official transcripts from other institutions, academic correspondence, copy of academic transcripts, copies of grade reports, some standardized test scores, and other miscellaneous information.

Transcripts

Official transcripts are issued by the Registrar's Office to recognized institutions and agencies that require these documents. Official transcripts are issued and mailed only upon the involved student's written request. Transcripts are not issued for persons who have financial obligations to the College.

The first transcript issued is complimentary. A fee of \$20.00 is charged for subsequent transcripts (one fee per address). Faxed transcripts are available but are not considered official documents. The fee for faxed transcripts is \$20.00. Official transcripts cannot be delivered by the student unless specifically requested by the college or organization receiving the transcript.

Transcripts of deceased individuals will be issued upon request only if the request is accompanied by proof of death such as a copy of a death certificate or a copy of an obituary.

Policy on Electronic Transmission of Records

Judson College treats all student records transmitted electronically (by fax and e-mail) as temporary working documents. Acceptance, awards and institutional commitments are tentative until all records, containing official seals, and/or appropriate signatures, are received directly from the official sources by mail.