



**ACCESS TO EDUCATION RECORDS**

Provided that they have not previously waived the right of access and after enrollment at the University, students have the right to inspect and review their education records within 45 days of the day the University receives a written request for access. Students should submit their written request, identifying as precisely as possible the record(s) they wish to review, to the University Registrar or other appropriate official records custodian. If the record(s) requested is not maintained by that official, he or she will advise the student of the correct official to whom the request should be addressed. Otherwise, the University official will make arrangements for students to review the education record(s).

**Records not open to student review**

In accordance with federal regulations, students do not have the right to review the following records:

The financial records of the student's parents.

Letters and statements of recommendation for which the student has waived his or her right of access or which were placed in the file before January 1, 1975.

Records connected with an application to attend the University of the South if that application was denied or if the applicant did not enroll.

Education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

Those records which are excluded from the definition of education records.

**Right of the University to refuse to provide copies**

The University of the South reserves the right to deny copies if the transcripts or other records are not required to be made available under FERPA, if the student has an overdue financial obligation to the University, or if there is an unresolved disciplinary action against the student.

**REQUEST FOR AMENDMENT OF EDUCATION RECORDS**

Students have the right to request amendment of their education records if they believe the records are inaccurate or misleading. Students should write the University official responsible for the specific record clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

That University official will reach a decision and inform the student in a reasonable amount of time after receiving the request. If the request to amend the record is denied, the University official will advise the student of his or her right to a hearing on the requested amendment, and provide information on hearing procedures. This hearing will be conducted by a hearing officer or committee appointed by the Provost. The hearing will be held before an officer or committee with no direct interest in the outcome of the hearing. However, the hearing officer or committee may be employed by or exist at the University. The hearing will be held within a reasonable amount of time after the request for a hearing has been made. The hearing officer will notify the student reasonably in advance of the date, place, and time of the hearing.

Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. A student may be accompanied, assisted, or represented by one or more other persons, including attorneys, at the student's expense. The hearing officer or committee will make a decision in writing based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer or committee supports the complaint, the education record will be amended accordingly, and the student will be so informed. If the hearing officer or committee decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

### **Destruction of Records**

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. However, if under the terms of this policy a student has requested access to his or her education record, the record will not be destroyed before the custodian has granted access to the student.

### **DISCLOSURE OF EDUCATION RECORDS**

Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA or any superseding law authorizes disclosure without consent. Consent for the disclosure of a student's education records must be in writing, signed and dated by the student, specifying the records to be released, the reasons for such release, and to whom the records are to be disclosed.

Examples of disclosures of personally identifiable information that do not require the consent of the student include the following:

To University officials who have a legitimate educational interest in the records.

A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, which includes—but is not limited to—employees in the Sewanee Police Department, University Health Services, and University Counseling Services; individuals or entities with whom the University has contracted (e.g., an attorney, auditor, the National Student Clearinghouse); individuals serving on the Board of Trustees or Board of Regents; individuals serving on financial aid and award committees; volunteers performing institutional services and functions; and students conducting University business (e.g., serving on official committees, working for the University, or assisting another

University. Such an individual may be performing a task that is specific in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.





Students are encouraged to contact the University Registrar if they have questions about this policy. The University Registrar may be reached by calling (931) 598-1731, emailing to [registrar@sewanee.edu](mailto:registrar@sewanee.edu), or writing to 735 University Avenue, Sewanee, Tennessee 37383-1000. Under FERPA, students have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901, e-mail address [ferpa@ed.gov](mailto:ferpa@ed.gov), with a complaint about the University's compliance with FERPA.