

Policy Number: 76-9
Last Revised: 04/18/23

Student Records Guidelines:
Disclosure of Student Information

In accordance with the provisions of the Family Educational Rights and Privacy Act (commonly referred to as FERPA or the "Buckley Amendment") (20 U.S.C. §1232g; 34 CFR Part 99), amendments through

Education records do not include:

- 1) records created or held by instructional, administrative, and educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other

Registrar will only provide the student's name, address (campus building only), campus telephone listing (if any), Seattle University e-mail address, age (or year of birth), level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), and major. If a student's request to withhold directory information has been processed prior to receipt of the list request, the student's information will be excluded.

Disclosure of Information

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- 8) to the legal guardian of a student when the guardian has established the student's status as a dependent according to Section 152 of the Internal Revenue Code;
- 9) to a parent or legal guardian when a student under the age of 21 has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance;
- 10) to comply with a judicial order or subpoena (unless the subpoena is signed by a grand jury or issued for law enforcement purposes, the Office of the Registrar will make reasonable efforts to notify the student);
- 11) to the court in the event of legal action between the University and the student;
- 12) to persons, as described by state law, BDC -1.eit lawblisie R4 (l)-2 (a)4u,P 3 (t)-2 (he)-0.00 (unde)-6 (312po-~~theifebati~~)-22 (o(2 (s)r4 (bl)- (t)-2 df)3 (i)--10(orpo- (c)ne4 (bl)-d()-22 (o(2 (s)r4 (bl)- (t)-2 (i)--10{t

- 5) the student who committed the violation became physically ill or required medical intervention

Students have the right to review and inspect all education records in their file except:

- 1) financial information submitted by their parents;
- 2) confidential letters and recommendations associated with admissions, honors, employment, or job placement to which they have waived their rights of inspection and review, or which were placed in the file before January 1975;
- 3) education records containing information about more than one student, in which case the institution will permit access only to that part of the record pertaining to the inquiring student; and
- 4) records connected with an application to attend the University if that application was denied.

If, after inspecting and reviewing the records, a student has any questions about them, the student may request an oral or written explanation and interpretation of the records.

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If, after inspecting and reviewing the records, a student believes that any information contained in them is inaccurate or misleading, or in violation of the privacy rights of the student, the student may request in writing that the office holding those records amend them. That office will reach a decision and inform the student of this decision in writing within a reasonable time after receipt of the request. If the office refuses to amend the record in accordance with the student's request, the University will notify the student of the right to a hearing.

The Provost will appoint a person or persons to conduct the hearing who do not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable time after the request has been made, and the student will be given reasonable notice of the date, place, and time of the hearing.

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statement with the contested part of the record as long as the record is maintained, and whenever it discloses the portion of the record to which the statement relates, the statement will accompany it.

The University will provide copies of education records if circumstances effectively prevent a student from exercising his or her right to inspect and review education records. Students who receive a copy of their education records must pay a reasonable charge for the copies unless the copy charge effectively prevents the student from exercising the right to inspect and review records.

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