



# California Health Sciences University

## CHSU STUDENT DISCLOSURE OF INFORMATION POLICY

### **I. STUDENTS RIGHTS PERTAINING TO EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) give students at CHSU certain rights with respect to their educational records. These rights include:

The right to inspect and review educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student 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.

A student has the right to request the amendment of the educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that the student believes is inaccurate. The student should write to the Registrar, clearly identify the part of the record that is inaccurate and specify why the record is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

A student has the right to consent to disclosures of personally identifiable information contained in the student's educational record, 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 in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); 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 educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post- secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.



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It is the right of a currently enrolled student to request that his/her “directory information” not be released by CHSU. Absent such a request, the University, at its discretion and without the written consent of the student, may release “directory information,” which is determined by FERPA, and in accordance with University policies and procedures. A student request for non-disclosure of directory information must be filed with the Office of the Registrar. A student has the right to file a complaint with the Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The student may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **II. RECORDS NOT SUBJECT TO REVIEW**

A student’s record is open to the student, with the following exceptions:

- Instructors or administrators’ notes;
- Application materials;
- Confidential letters of recommendation received by the University placed in files;
- Records of parents’ financial status in support of applications for financial assistance;
- Employment records;
- Medical and psychological records;
- Some items of academic record under certain conditions;
- Other records pursuant to the policies and procedures of the Registrar.

### **III. RETENTION OF STUDENT RECORDS**

Student records are kept in the Office of Registrar. Confidentiality and safety of these records are a top priority. Dependent upon the type of record, they will be maintained for specified timeframes.

- Admissions records: 5 years
- Academic records: 5 years
- Transcripts, Degrees: Indefinitely

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- Policy Owner: Provost
  - Effective Date: 7/23/2019
  - Approval by President Date: 7/23/2019
  - Approval by Provost Date: 7/23/2019