

## STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) grants students certain rights concerning their educational records. The Act provides students with certain rights to inspect, review and challenge information contained in their records, and certain rights to consent to disclosures to third parties. Except as permitted by the Act, the University will not disclose student educational records without the consent of the student. Exceptions include University employees acting in a student's educational interest.

At its discretion, the University may release "directory information" concerning any student who does not prevent such access. Directory information includes a student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in unofficial university activities and sports, weight and height of athletic team members, degrees, honors, awards received, and most recent educational institution attended. Students who chose to prevent the release of directory information may do so by completing the Request for Confidentiality Hold on Student Records form in the Office of Admissions & Records. Upon so informing Admissions & Records, the student's directory information will be designated "confidential" and will remain as such until re-designed by the student.

The University's policy on student records administration is available through the Office of the Vice President for Student Affairs at (818) 677-2391.