

Protection of Physical Student Records

Compliance with FERPA Regulations

Liberty University complies with all aspects of the Family Educational Rights and Privacy Act (FERPA) of 1974. A person may file a written complaint with the Office of Family Policy Compliance if he/she believes the University violated the regulations as stated in the Family Educational Rights and Privacy Act of 1974. This complaint should be addressed to the office within 180 days of the alleged violation. The address is:

Family Policy Compliance Office
US Department of Education
Washington, DC 20202-4605

Directory Information

The University will release information to individuals, agencies, or organizations. Directory information includes the student's name, address (local and home), and telephone listing, email address, dates of attendance and degrees and awards. This information will be released unless the student or parent, if applicable, notifies the University that such information should not be disclosed. Such notification should be addressed to the Registrar.

Disclosure of Records

The education records of every Liberty University student are considered confidential. The records may be released only upon a receipt of a written consent, which has been signed and dated by the student, except to school officials who have legitimate education interest in the records. A school official is a person who is employed by the University in:

- an administrative, supervisory, academic, research or support staff position, or
- employed by or under contract to the University to perform a special task.

Legitimate educational interest is deemed as performing a task that is specified in a university job description or contract agreement as it relates to a student's education. Examples of this would be:

- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Officials of any federally-supported program or individual acting on their behalf.
- Financial aid officials in regard to a student's request or receipt of financial aid in determining eligibility, amounts, conditions or enforcement of the terms or conditions.
- Organizations conducting certain studies for or on behalf of the University.
- Accrediting organizations to carry out their functions.
- Parents of dependent students.
- Comply with a judicial order or a lawfully issued subpoena.
- Appropriate parties in a health or safety emergency.
- An alleged victim of any crime of violence, as stated by law, the results of any disciplinary proceedings conducted by the University against the alleged perpetrator of that crime with respect to that crime.

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Record of Requests or Disclosures

Except as stated above, all persons, agencies or organizations desiring access to the records of a student shall be required to provide a statement which shall be kept permanently with the student's record. This statement shall indicate which specific record is requested and/or disclosed, the purpose of the request/ disclosure and the parties or class of parties to whom the request/disclosure may be made. The University will maintain a record of all requests and disclosures of a student's education record unless the request/disclosure was to a parent, student, and a party with written consent from the student or parent or from an individual seeking directory information. The record of requests or disclosures may be viewed by the parents or student.

To request a hardcopy of a student's disciplinary record, a "Records Release Form" must be submitted to the Dean of Men or Dean of Women's Office along with the necessary \$10 processing fee (please make check payable to Liberty University). Mailing address is 1971 University Boulevard, Lynchburg, VA 24502

Inspection of Records

Students may inspect and review their education records upon request to the appropriate official.

Procedure

The following procedures should be followed to inspect and review records:

- The student shall submit a written request to the appropriate official as stated previously, specifying the precise record he/she wishes to inspect.
- The University shall comply with this request within 45 days after receiving the request.
- At such time, explanation and interpretation of the records will be provided to the student. When a record contains information pertaining to other students, the student may inspect and review only the information pertaining to that student.
- If a student cannot commute a reasonable distance to inspect and review a record, a copy of the record (as specified by FERPA) will be provided. A fee to cover copying and postage will be assessed. Liberty University reserves the right to deny copies of records or official transcripts if/when the student has an unpaid financial obligation to the University.

Regulations

Students may inspect any and all records directly related to them, except as follows:

- Letters of recommendations placed in a file before January 1, 1975.
- Students may waive their right to inspect such letters furnished to the University after January 1, 1975.
- Medical, psychiatric or similar records which are used solely in connection with treatment of a student; however, they do have the right to appoint a doctor or other qualified professional to inspect such records.
- Financial statements of parents or guardians.
- Those records excluded from the FERPA definition of education records.

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Amendments

A student or parent, whichever is applicable, shall have the opportunity to request the amendment of information contained in any University record on the grounds that the record is inaccurate, misleading or in violation of the privacy or other rights of the student. Once a student or parent makes this request, the University will consider amending the record within a reasonable amount of time. Should the University decide not to amend the record as requested; the parent or student will be informed of the decision and the right to a hearing.

Amendment Procedure

The following procedure should be followed to request an amendment:

- The student or parent shall submit a written request to the Registrar's Office stating which record is to be challenged and the basis for such.
- An ad hoc, non-partisan review committee will consider the challenge of records within a reasonable time, not to exceed 30 days of the request. The student or parent will be notified of the date, time and place of the hearing.
- At the hearing, the student or parent shall be afforded a full and fair opportunity to present evidence or witnesses relevant to the challenged information.
- The committee shall determine whether the record is accurate.
- The committee consists of: the Registrar, the Vice President over Student Affairs, and the Vice President for Administration.
- The committee shall inform the parent or student of the decision in writing. If the information in the record is amended, the student or parent shall receive written documentation that the record was amended. If the record is not found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the University will notify the parent or student of the right to submit a statement either commenting on the challenged information or disagreeing with the decision of the University.
- This statement shall be kept in the student's record as long as the record is maintained. Should the challenged portion of the record be disclosed as stated below, the written statement will be disclosed as well.
- This process also extends to former Liberty University students.

Maintenance of Records

Educational records are maintained by the University (or by an agent on behalf of the University) in the follow locations:

Official Academic and Admissions Records

Location: Office of the Registrar

Official: Registrar

Student Affairs Records

Location: Division of Student Affairs

Official: V.P. for Student Affairs

Financial Records

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Location: Office of Student Accounts & Financial Aid

Official: Director of Financial Aid / Executive Director of Student Accounts
Medical Records

Location: Light Medical and Counseling Associates, Inc.

Official: Director of Light Medical, Inc.

Professional Training Records (*i.e., Nursing, Teacher Education, Internships*)

Location: Office of particular school or program

Official: Dean of school or program

Questions regarding particular records may be addressed as follows:

Specific department or office name

Liberty University

1971 University Boulevard

Lynchburg, Virginia 24502-2269

Students needing assistance in determining the location or the appropriate school official responsible for education records may address their questions to the President's Office.

All documents are maintained in a locked environment. The facility is controlled by fire and smoke detectors. Originals are kept for sixty (60) days, and then destroyed. Electronic record back-ups are made daily, weekly, and monthly. All weekly and monthly backups are additionally maintained at an off-site location in a secure facility.