APPENDIX G

POLICY STATEMENT GOVERNING THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The policy of the University for the Administration of student records is in accordance with Public Law 93-380. Students are informed of their rights as provided by the above-mentioned law and the University's procedure for implementing this law through the University Bulletin, Class Schedule Bulletin, and by having copies of this "Policy Statement" readily available in each school and department as well as in the Office of Registration and Records. Students may obtain copies of the "Policy Statement" from the Office of Registration and Records.

The academic record of students at A&T may include the following:

A. Application for Admission
B. Record of all courses taken at A&T and transfer credits, if any
C. Notice of Probation
D. Notice of Suspension
E. Notice of Dismissal
F. Notice of Withdrawal
G. Notice of Readmission

The University insures students access to their official academic records but prohibits the release of personally identifiable information, other than "directory information," from these records without their permission, except as specified by Public Law 93-380. "Directory information" includes: Student's name, address, telephone number, date and place of birth, school, major, sex, marital status, dates of attendance, degree received, honors received, the institution(s) attended prior to admission to A&T, past and present participation in officially recognized sports and activities, and physical factors (height and weight of athletes).

Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to him/herself as is usually included in campus directories. A student who desires to have "directory information" withheld must submit a written request to the Office of Registration and Records within one week of the beginning of classes for the semester or session.

ACCESS TO STUDENT RECORDS

1. The policy for the administration of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

2. Students have the right to inspect and review any and all official records, files, and data directly related to them. Any inquiry or complaint pertaining to student records should be directed to the Office of Registration and Records.
3. A student who believes that his/her record contains inaccurate or misleading information shall have an opportunity for a hearing to challenge the content of the record, to insure that the record is not inaccurate, misleading, or otherwise in violation of his/her privacy or rights, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, or include the student's own statement of explanation.

4. The University will comply with requests from students to review their records within a reasonable period of time and not later than thirty (30) days after the requests are received.

5. The release of academic records requires the written permission of students, except as indicated in number seven (7) below. Transcripts are not issued to students who have not met their financial obligations to the University.

6. Copies of the "University's Statement" concerning access to student's records are available in the Office of Registration and Records, and in the office of each school/college dean and department chairperson.

7. A student's record or information may be released without the written consent of the student in the following situations:
   a. In compliance with a court order or subpoena provided the student is notified of all such orders or subpoenas in advance of compliance by the University;
   b. A request from a staff or faculty member of the University who has a legitimate educational interest in the information or if administrative duties require such information;
   c. Requests from other departments or educational agencies that have a legitimate educational interest in the information;
   d. Requests from officials of other colleges or universities at which the student intends to enroll provided the student is furnished with a copy, if he/she so desires, so that he/she may have the opportunity to challenge the contents of the record;
   e. Requests from authorized representatives of the U.S. Comptroller General, the administrative head of a federal educational agency in connection with an order or evaluation of federally supported educational programs;
   f. Requests in connection with a student's application for receipt of financial aid; and
   g. Requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or persons.
A student has the right to file a complaint with the U.S. Department of Health, Education, and Welfare at any time. However, it is expected that the student would exhaust administrative remedies for relief at the University before filing such an external complaint.

North Carolina Agricultural and Technical State University supports the principles of the American Association of University Professors.