

Point University

Policy on the Security, Confidentiality and Release of Student Information

In order to practice sound educational principles and comply with federal law and regulations, Point University protects the rights of students regarding their student information. This policy and the associated procedures are intended to guide all personnel of the University as they work together to respect and serve students – regardless of the student’s program, location, and modality – in the achievement of the Mission and Goals of the University.

Family Educational Rights and Privacy Act (FERPA): The University is committed to the protection of the confidentiality of student records and the rights of university students to (a) inspect and review their education records, (b) seek correction of inaccurate or misleading data through informal and formal hearings, (c) consent to disclosure of their educational records, and (d) file a formal complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the Act.

In accord with the regulations of FERPA:

- A student does not become entitled to rights under FERPA until officially enrolled and in physical or online attendance at Point University.
- Student educational records are considered confidential and may not be released without written consent of the student except as stated in this policy.
- Some student information is considered public and referred to as “directory information,” which may be released without the student’s permission (see below).
- The “need to know” principle applies to the student’s records – an administrative, faculty or staff person may have access to specific information in the student’s educational record for legitimate use in completion of responsibilities as a University employee.

University employees in all programs and locations must comply with the regulations of FERPA, cooperate by monitoring the compliance of others, and report any violation by a University employee to his/her supervisor in a timely manner. The University provides periodic training to employees regarding the security, confidentiality and release of student information.

Educational Records: A student’s permanent educational record may include but is not limited to the following: Point academic transcript, admission application, acceptance letter, high school transcript or the equivalent, standardized test scores, previous college transcripts, credit by examination score reports, Point degree sheet (until degree audit online is complete), international student forms and documentation, FERPA Release and Revoke forms, Dean’s List, academic status letter, Withdrawal from Point University form, and a record of the release of non-directory information to third parties outside the University.

The following are not considered to be part of the student’s educational record for the purposes of this policy: Records and writings about students which are made by administrators, faculty and staff for their own use; and employment records of students who are employed by the University.

Release of Directory Information: The following categories of information are considered “directory information” for each student of Point University. In all cases in which directory information is released, the University maintains the best interests of the student and of the University. The student may submit an official written request to the designated person or office that specific information be suppressed (treated as confidential inasmuch as possible) by the University:

Directory Information	Request for suppression submitted to:
Name	(may not be suppressed)
Date of birth	Registrar
Current address and phone number	Registrar
Home (permanent) address and phone number	Registrar
Email address(es)	Registrar
Dates of enrollment including full- or part-time status	Registrar
Educational program – degree and major(s)	Registrar
Current class standing (freshman, sophomore, etc.)	Registrar
Participation in recognized University activities	Organizer or sponsor of activity
Weight and height of students on athletic teams	Athletic director
Dean’s List recognition each semester	Academic Office
Graduation including date and honors/awards received	Registrar

Release of Educational Records: The University will release information from a student’s educational record when requested to do so by the student. The written request may be specific (e.g., to send an academic transcript to a third party at a designated address) or standing (e.g., a FERPA Release form which lists one or more individual or entity). The student may rescind a FERPA Release by submitting a FERPA Revoke form.

The Registrar is the official custodian of the student’s academic record and is the only University official who is authorized to issue an official academic transcript.

The University may release a student’s education record to the following without the prior consent of the student (the student will be notified insofar as possible when personally identifiable information is released, to whom, the purpose, and the date):

- Any person or entity listed by the student in a FERPA Release form;
- Officials of another institution in which the student intends to enroll when requested by that institution;
- Federal and state officials to whom the information is required or permitted to be reported by federal or state law;
- Accrediting organizations in order to carry out their accrediting functions;
- The parent of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 when requested by the parent with appropriate documentation;
- A court of law to comply with a judicial order or subpoena; and
- Appropriate persons to protect the health and safety of the student and other students inasmuch as the disclosed information is essential in an emergency situation.

Special Types of Records: Disciplinary and counseling records are (a) considered highly confidential, (b) kept separately by the appropriate offices of the University in a manner appropriate to their high level of sensitivity, (c) released only on written request by the student or where required by law or court order, and (d) subject to the student’s right to review.

Withholding of Information: Certain situations and conditions, such as financial obligation or violation of University regulations, may cause the University to withhold academic transcripts, certifications and other information about students. The hold must be based on appropriate cause, be communicated in writing to the Registrar and the student, and state the condition(s) to be met before the release of information can be made.

Complaint: Students have the right to file written complaints regarding alleged violations of student privacy and rights associated with FERPA by contacting the Family Policy Compliance Office (FPCO) of the U.S. Department of Education, Washington, D.C. 20202.

Security of Records: The Director of Information Technology is responsible for the security and back-up of electronic student records, including the associated policies and procedures necessary to do so. The administrators and directors for educational programs and academic, student support and administrative services are responsible for the security of physical student records in their areas, including the associated policies and procedures necessary to do so.

Retention of Records: Student educational records are retained and destroyed according to a schedule of retention that is coordinated by the Registrar of the University.

Responsibilities:

The administrators and directors for educational programs and academic, student support and administrative services are responsible for the development and dissemination of associated policies and procedures for each of their areas in order to ensure compliance with this policy and for informing and instructing University personnel and students, as appropriate, regarding compliance with those associated policies and procedures.

This policy is approved by and may be revised by the President and the Senior Leadership Team of Point University. The Vice President for Enrollment Management is responsible for the ongoing evaluation of the effectiveness of the policy and for monitoring compliance. The associated policies and procedures which are developed in conformity with this approved policy are evaluated and monitored by their originators. This policy is mandatory for all University personnel.

Revision approved by Senior Leadership Team: January 7, 2015