

## OFFICE OF THE REGISTRAR – RECORDS MAINTENANCE

The registrar's office maintains the academic records of all registered students at St. Ambrose University. Two types of academic records are kept: permanent and nonpermanent. These records are protected under our FERPA policy.

- Permanent academic record. The permanent academic record is the academic transcript maintained and protected throughout the student's lifetime. The transcript will note the student's name, ID number, any credit for advanced placement tests and/or courses from other institutions accepted as transfer, St. Ambrose University courses, grades, credits, and quality points, academic sanctions, academic honors, as well as semester and cumulative grade point averages. In addition, the transcript will note any college degree(s) awarded citing honors along with major and minors.
- Nonpermanent academic record. While the student is enrolled, an electronic folder containing correspondence with and about the student and documents submitted by them is maintained. It will be destroyed after the student has graduated or withdrawn.

### DISCLOSURE OF EDUCATION RECORDS

SAU will disclose information, outside of directory information, from a student's education record only with the written consent of the student except in the following circumstances:

- SAU officials with a "legitimate education interest." A school official has a legitimate education interest if they need to review an education record to fulfill their professional responsibility.
- Authorized representatives of the US Department of Education or state education authorities carrying out official duties.
- Persons in connection with the financial aid process.
- Accrediting agencies for accreditation purposes.
- Institutions MAY disclose education records pursuant to lawfully issues subpoenas and court orders when a reasonable attempt is made to give the student prior notice. Prior notice is not required when the disclosure is made pursuant to a law enforcement subpoena or court order not be disclosed.
- Appropriate individuals in connection with a serious health or safety emergency involving a student.
- A court when the institution initiates legal action against a student (and gives the student prior notice of the intended disclosure).
- Institutions may disclose without consent information about certain disciplinary actions taken against students to other institutions.
- Solomon Amendment gives military service members assigned to recruiting branch of the DOD access to "student recruiting information".
- Agencies needing information regarding F, J or M visas (non-immigrant visas).
- USA Patriot Act of 2001: Section 507 of the USA Patriot Act.

## **PROCEDURE TO INSPECT EDUCATION RECORDS**

Students may review their education records upon request to the Registrar or Assistant Registrar. To assist us in better serving our students, please indicate the information you would like to inspect. Arrangements will be made to review these records within 30 days of the request.

If a record contains information about more than one student, the student may inspect only records that relate to himself/herself.

## **REQUEST FOR TRANSCRIPTS**

All requests for transcripts should be addressed to the registrar's office and must be authorized by the student (or former student).