



Department of Occupational Therapy

Policy 26.0. *Student Records and Privacy*

POLICY PURPOSE

To clarify the institution's Family Educational Rights and Privacy Act (FERPA 1974) compliance and to protect student rights regarding education records maintained by the institution.

POLICY STATEMENT

In accordance with FERPA, students have the right to inspect and review personal educational records maintained by the institution. Students may inspect and review educational records maintained by the institution; challenge the content of the records on the grounds of inaccuracy, misleading, or a violation of privacy; or other rights and control disclosures from their education records with certain exceptions.

PROCESS + PROCEDURES

1. Faculty and OT students are referred to the Institution's policy and procedures regarding AU's Annual Notice of Privacy Rights.
2. Students' rights to confidentiality are protected in all Departmental records. Departmental records are secured in the departmental office and locked at all times.
3. The official educational records are maintained in the Registrar's Office.
4. Student records are maintained by Augusta University and are accessible for the student's review except for financial records of parents, employment records, letters of recommendation received prior to January 1, 1975 and recommendations to which the student has waived the right of access.
5. A student, upon request, may review records by contacting the Office of the Vice President for Enrollment and Student Services. Students may be responsible for paying the copy fee for certain records.
6. The Registrar will maintain academic records for future access. Non-academic records may be destroyed 10 years after last enrollment with these exceptions: letter of recommendation and admissions review reports (3 years after 1st enrollment date); Housing and Residence Life office records are destroyed one year after last day in residence; Financial Aid records from the Financial Aid Office are destroyed 7 years after graduation or after a federal audit.
7. Release of information from student records will not occur except as allowed by law and AU policy. Students wanting information from their records sent to prospective employers, other institutions, etc. must submit a signed request to the Registrar authorizing the release. Refer to Release of Information from Student Records in the AU Student Manual regarding additional clarifications.



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