



# St. George's University

Grenada, West Indies

Student Records Review Policy

## ST. GEORGE'S UNIVERSITY STUDENT RECORDS REVIEW POLICY

The St. George's University Student Records Review Policy affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review students' education records within 45 days of the day the University receives requests for access. Students should submit written requests to the Office of the University Registrar (OUR) that identify the record(s) they wish to inspect. The Office of the University Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the University Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request the amendment of students' education records that the students believe to be inaccurate. Students may ask the University to amend records that they believe to be inaccurate. They should write the University Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the records as requested by students, the University will notify students of the decision and advise them of their right to a hearing regarding requests for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that the SGU Student Records Review Policy authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School Official in performing his/her tasks; or a third party carrying out an activity, such as auditing financial aid or the financial management of the school, relevant to the administration, ownership or management of the school.

A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility, or for the evaluation of, management or administration of the school. Upon request, the University discloses education records without consent to officials of another school in which students seek or intend to enroll.

4. SGU's Student Records and Rights guidelines are consistent with the US government's Family Educational Rights and Privacy Act (FERPA). US students have the right to file a complaint with the US Department of Education concerning alleged failures by St. George's University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Notice of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) also requires that St. George's University, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records; however,

St. George's University may disclose appropriately designated directory information without written consent, unless students have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow St. George's University to include this type of information from students' education records in certain School publications.

- Examples include:
  - School catalogue or bulletin, showing a student's role in a school's related activity;
  - Annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation and other ceremony programs; and
  - Sports activity sheets, such as basketball, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without students' prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If students do not want St. George's University to disclose directory information from their education records without prior written consent, students must notify the Office of the University Registrar by September 1 of each calendar year.
- St. George's University has designated the following information as directory information:
  - Student's name
  - Participation in officially recognized activities and sports
  - Address
  - Telephone listing
  - Weight and height of members of athletic teams
  - Electronic mail address
  - Photograph
  - Degrees, honors, and awards received
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Most recent educational agency or institution attended