

# Academic Records and Transcripts

Students admitted to the University with incomplete academic files must complete their files before December 15th for the fall semester and May 15th for the spring semester. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.

## **Academic Records**

Official student records reside and are maintained in the Office of the Registrar. Students are responsible for ensuring the accuracy of their records. Such records include, but are not limited to, personal information, home address, and phone number, degree status, career (level), plan (major) and grades.

## **Academic Record Changes**

A student who questions an enrollment record (including a grade) as recorded in the Office of the Registrar has a period of one year from the date in which the course was completed to challenge its accuracy. At the end of one year the permanent record will become the absolute record, and changes may not be made.

## **Student Access to Records**

Students wishing to review their educational records must submit their request to the Registrar via the *FERPA – Request to Inspect and Review Education Records* form found on the myStThom student portal (UST Resources > Student Documents > Forms > Registrar), listing the items they wish to review. Only records covered by the Family Educational Rights and Privacy Act of 1974 will be made available. The Registrar will respond within 45 working days of receiving the written request.

## **Policy on Release of Student Records**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law stating that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that institutions will maintain the confidentiality of student education records.

## **Directory Information**

The University of St. Thomas has designated certain information contained in the education records of its students as Directory Information for purposes of the Family Educational Rights and Privacy Act (FERPA). This information may be released to persons or agencies outside the college without student consent unless the student has requested nondisclosure of some or all of this information using the *FERPA - Request to Prevent Disclosure of Directory Information* form available on the myStThom student portal. This form must be filed prior to the add/cancel date for the current term.

Directory information for the University of St. Thomas is defined as: 1) full name, 2) major field of study, 3) participation in officially recognized activities and sports, 4) height/weight of members of athletic teams, 5) dates of attendance, including current classification and year, matriculation and withdrawal dates, 6) degrees and awards received, 7) most recent previous educational institution attended, 8) full or part-time status, 9) photograph, and 10) campus email address. An item of directory information may be disclosed by The University of St. Thomas for any purpose, without the prior consent of a student, unless the student has forbidden its disclosure in writing using the form noted above. Once this request has been submitted to the Registrar's Office, the restriction to disclose directory information will remain in effect until the student submits a request to the Registrar's office to revoke the original request.

The law gives students the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they believe the decisions of the hearing panel to be unacceptable. Information about the inspection and review process can be obtained by contacting the Registrar's Office. Copies of the policies and procedures governed by this Act are also available for review in the Registrar's Office or online at <https://www.stthom.edu/Campus-Student-Life/Registrar>.

### **The Solomon Amendment and FERPA**

Institutions are required to provide directory information on students who are at least 17 years of age, upon request from representatives of the Department of Defense for military recruiting purposes. That information includes student name, addresses, telephone listings, age/date and place of birth, level of education, academic major, degrees received, prior military experience and the most recent school attended.