

# RECORDS AND PRIVACY

The rights and responsibilities of students, faculty and administration are clearly set out in two federal acts:

- The Family Educational Rights and Privacy Act of 1974 (FERPA)
- The Federal Student Right to Know Act of 1990

FERPA assures protection of student data and access to individual student data by the individuals for whom it is being kept. With the first billing, the colleges send out an affidavit for parents to execute that attests to the dependence of their son or daughter. Unless, at some subsequent point we receive a written statement to the contrary, then we honor that affidavit during the duration of the student's enrollment. The effect of this affidavit is to allow the colleges to provide information to parents about their dependent children's progress.

The Student Right to Know Act is entirely different. It provides information to students, parents and the general public about such topics as graduation rates and campus crime rates that will enable them to make informed decisions about the colleges. Such information is routinely published in a variety of sources, including the student newspapers and the local and regional press.

- FERPA - CSB Institutional Policy (<https://www.csbsju.edu/documents/Registrar/FERPA%20Policy%20%20CSB.pdf>) (.pdf)
- FERPA - SJU Institutional Policy (<https://www.csbsju.edu/documents/Registrar/FERPA%20Policy%20SJU.pdf>) (.pdf)
- FERPA Disclosure Form (<https://www.csbsju.edu/documents/Registrar/forms/FERPA%20Disclosure%20Form.pdf>) (.pdf)
- Disclosure Form for Second Parent (<https://www.csbsju.edu/documents/Registrar/forms/Disclosure%20Form%20for%20Second%20Parent.pdf>) (.pdf)

## Student Agreement

By registering at the College of Saint Benedict or Saint John's University, a student agrees to become familiar with and observe the policies, procedures and regulations presented in the catalog, student handbooks, the official class schedules and in other authorized documents of the colleges. Students also agree to comply with the directions of authorized college personnel.

Advisers are provided to assist students in planning their academic program. Advisers are not authorized to change established policy of the colleges. Students are solely responsible for assuring that their academic program complies with the policies of the colleges. Any advice which is at variance with established policy must be confirmed by the academic dean.

## Student Right of Appeal

Students have a right to learn the grounds upon which an instructor has graded their work. If, after discussion with the instructor, a student believes that he or she has been graded unfairly, that student may appeal to the department chair. The department chair will attempt to clarify the positions of both the faculty member and the student and find a consensus position. If the student is still not satisfied, petition may be made to the academic dean or the dean's designee, who will implement the next appropriate process. If the instructor and the department chair are one and the same, the academic dean may be consulted at the second level of appeal.

Unless otherwise specified in this catalog, student appeals against other academic judgments should be conducted in like fashion: seeking knowledge of the grounds for a judgment from the relevant faculty member or academic official; moving to that person's superior if the student believes the judgment is unfair; and then petitioning the academic or the dean's designee if still unsatisfied. The academic program of each college is subject to the academic dean and then to the provost for academic affairs.

## Student Right to Information

Saint Benedict's and Saint John's maintain an educational record for each student who is or has been enrolled at the colleges. In accordance with the Family Educational Rights and Privacy Act of 1974 (PL 93-380, as amended) the following student rights are covered by the act and afforded to all students of the colleges:

1. The right to inspect and review information contained in the student's educational records.
2. The right to challenge the contents of their educational records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exception, of personally identifiable information.
6. The right to secure a copy of the institutional policy.
7. The right to file complaints with the Minnesota Department of Education concerning alleged failures by the College of Saint Benedict or Saint John's University to comply with the provisions of the act.

Each of these rights, with any limitations or exceptions, is explained in the institutional policy statement, a copy of which may be obtained from the registrar.

Saint Benedict's and Saint John's may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act without the written consent of the student unless the student requests in writing that such information not be disclosed (see below). The items listed below are designated as directory information and may be released for any purpose at the discretion of the colleges unless a request for non-disclosure is on file:

- Category I: Name, address, telephone number, dates of attendance, class.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree conferred.
- Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

Although information regarding students' dorm and room numbers is designated as Directory Information, the College of Saint Benedict and Saint John's University generally do not provide such information publicly without the individual student's consent. One exception is disclosure to governmental entities to verify the residency of a student. Similarly, student email addresses are designated as Directory Information but are

not generally provided except for the limited purpose of being disclosed to authorized users of the College's and University's internal network.

Students may withhold directory information by notifying the registrar, in writing, specifying the categories to be withheld, within 40 calendar days from the first scheduled day of class of each fall semester. The student is responsible for the consequences of withholding information. Regardless of the effect, the colleges assume no liability for honoring a student's request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of specific categories of directory information indicates the student's approval of disclosure.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the registrar.

## Parent Right to Information

Parents of dependent students are entitled to information on the progress of their sons and daughters. Upon receipt of a request for such information, the registrar will forward the student's grade report to the requesting parent. Dependency is determined by federal Internal Revenue Service criteria.

## Compliance with Family Educational Rights and Privacy Act of 1974

Filing this affidavit with the Registrar's office gives parents the right to request academic information regarding their daughter or son. Parents must contact the Registrar's Office to request academic information such as a copy of their grade report. Requests for transcripts require the student's signature and parents may not request them.

While respecting the confidentiality of information imparted to advisers and counselors, the colleges assert their right to inform parents of a student's grades or conduct if this seems to be in the best interest of the student and the colleges. Such information will be given in compliance with the Family Educational Rights and Privacy Act.

## Rights Reserved by the Colleges

The College of Saint Benedict and Saint John's University do not hold themselves bound to offer any course for which there is insufficient registration and reserve the right to withdraw any course described in this catalog.

The College of Saint Benedict and Saint John's University reserve the right to terminate or modify program requirements, content and the sequence of program offerings from term to term for educational reasons which they deem sufficient to warrant such actions.

Further, the College of Saint Benedict and Saint John's University reserve the right to terminate programs from term to term for financial or other reasons which they determine warrant such action. The content, schedule, requirements and means of presentation of courses may be changed at any time by the College of Saint Benedict or Saint John's University for educational reasons which they determine are sufficient to warrant such action. Programs, services or other activities of the colleges may be terminated at any time due to reasons beyond the control of the colleges including, but not limited to, acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, financial insolvency or other reasons or circumstances beyond the control of the colleges.

The course descriptions in this catalog are based upon reasonable projections of faculty and faculty availability and appropriate curriculum considerations. The matters described are subject to change based upon changes in circumstances upon which these projections were based and as deemed necessary by the College of Saint Benedict and Saint John's University to fulfill their respective roles and missions.