VI.COMMUNITY STANDARDS AND POLICIES: E. PRIVACY/ EDUCATIONAL RECORDS

Denison University guarantees both the privacy and the confidentiality of all student education records and a student's right to access those records according to the provisions of the Family Educational Rights and Privacy Act of 1974. Student educational records may be maintained only by members of the University with legitimate educational interest in the student.

Students may inspect the contents of their official files and placement credentials, including personal references. Exceptions are letters collected under a waiver of inspection and information on parents' financial status. Requests should be in writing to the office responsible for those records and upon inspection may not be removed from that office.

The Office of Student Life is the depository for most student records. The Registrar's Office maintains all academic information, the Financial Aid Office maintains all forms and correspondence regarding financial aid, scholarships, and student employment, and the Office of University Communications maintains directory information as well as information used for news releases to the media.

In addition to the regular sharing of grade information among University offices concerned with student academic standing and advisement, cumulative GPAs are furnished to officers of chartered honoraries for the purpose of membership selection.

Contents of inspected records may be challenged upon the grounds that the information is inaccurate, misleading, or otherwise in violation of the person's privacy or other rights. The administrator responsible for maintenance of those records will hear the challenge, and based on the information presented may decide to let the record stand, allow the student to insert a letter of explanation, correct the record, or delete the item in question.