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# Teaching and Advising Policies and Procedures

Northeastern University

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# **TEACHING AND ADVISING POLICIES AND PROCEDURES**

(EXTRACTED FROM UNIVERSITY POLICIES AND  
THE ACADEMIC OPERATIONS MANUAL)

OFFICE OF THE PROVOST  
SEPTEMBER 2002

TEACHING AND ADVISING POLICIES AND PROCEDURES  
(Extracted from University Policies and the Academic Operations Manual)

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**TEACHING AND ADVISING POLICIES AND PROCEDURES**  
(Extracted from University Policies and the Academic Operations Manual)

**A. FACULTY ATTENDANCE**

It is the obligation of the faculty to meet all scheduled classes as specified by the regular course sequence pattern.

**1. Emergencies**

Faculty who must be absent due to an emergency are expected to call the unit office so that a notice can be posted for the students. If the class is scheduled at 8:00 AM or in the evening, call the Registrar's Office at 617-373-5113 to have the notice posted. Please note that the Registrar's Office opens at 8:00 AM.

**2. Other Absences**

**a. Absence Due to Religious Beliefs**

The University's policy is to respect the religious beliefs of its faculty and staff and to cooperate in enabling them to observe the accepted religious customs of their faiths insofar as possible without disrupting academic schedules or administrative responsibilities. A unit head may allow a faculty member reasonable time off without adjustment of pay to attend religious observances on generally recognized holy days. However, classes are held and substitute faculty must be assigned.

**b. Funeral Attendance**

Reasonable absence from the University because of the death of a member of the faculty member's immediate family (parent, brother, sister, spouse, child, parent-in-law, grandparent, brother-in-law, sister-in-law, domestic partner) is allowable by arrangement with the unit head.

**c. Medical Absence**

Faculty should refer to Human Resources Management policies and procedures related to sick leave and short-term and long-term disability.

**d. Jury Duty**

Members of the University community are expected to fulfill their obligations to serve on a jury if called upon. However, faculty should attempt to reschedule jury duty to avoid conflicts with teaching obligations. The unit head should be notified so that suitable class coverage can be arranged, when necessary.

### **e. Military Service**

If a faculty member voluntarily goes on military duty, is drafted into the armed forces, or is ordered to active duty, he or she must contact the unit head to determine what arrangements will be made. All University arrangements governing military duty are subject to modification caused by any special circumstances that may exist during an emergency period and any government regulations that may be in effect.

### **3. Coverage for Absences**

In the event of a planned absence, faculty must arrange for appropriate coverage of classes with approval of the unit head.

### **4. Class Cancellations Due to Inclement Weather or Other University Emergencies**

The decision to cancel classes because of inclement weather or other emergencies is made by the President.

Because instructional television courses originate from live or broadcast facilities at the University, the classes will not be offered.

When classes must be canceled because of inclement weather, Northeastern University has made arrangements to notify students, faculty and staff by radio and television. AM radio stations WBZ (1030) and WRKO (680), and FM stations WBUR (90.9), WBMX (98.5), and WFNX (101.7, 101.3 or 92.1) are the stations authorized to announce the University's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Faculty may also call the University's main number (617-373-2000) for a recorded message. Deaf or Hard of Hearing members of the Northeastern community may obtain information on school cancellations by dialing the Verizon Relay Service at 1-800-439-2370.

If a storm occurs at night, the announcement of University closing is given to the radio and television stations at approximately 6:00 a.m. Classes are either canceled for the entire day and evening at all campus locations or a delayed opening is announced. When a storm begins later in the day, cancellation of evening classes may be announced. This announcement is usually made between 2:00 p.m. and 3:00 p.m. If mandatory class make-up sessions become necessary due to snow days, the unit head will contact faculty.

## **B. CONDUCT OF CLASS**

### **1. Student Rights and Responsibilities and Academic Honesty**

Northeastern University's Bill of Student Rights and Responsibilities and Academic Honesty and Integrity Policy may be found in *The Undergraduate and Graduate Student Handbook/Planner*. These outline student expectations of faculty and faculty expectations of students.

## **2. Class Attendance**

The Registrar provides class rosters at the beginning of the term and periodically updates them. The roster includes the location of the classroom. The University expects students to meet the attendance requirements specified in each course syllabus. A faculty member may not add a student's name to the enrollment roster, thereby registering the student. All students must participate in the registration process in order to have a seat in a course. Any student who is not officially registered may not receive a grade for the course. A faculty member may drop from the course any student who fails to meet the attendance requirement, and the student will not receive academic credit for the course. To request room changes or report any course conflicts, please contact the Scheduling Division of the Registrar's Office, 126 Hayden, 373-3387.

## **3. Student Absences**

The following are excused absences. Faculty should give such assistance as is necessary to allow students to make up all work missed during the excused absence:

- *Participation in athletics* – The Director of Athletics will issue a make-up slip to the student indicating the authorized period of absence.
- *Participation in student activities* – The administrator in charge of the activity will issue a make-up slip to the student indicating the authorized period of absence.
- *Illness or personal crisis* – The student will inform his or her College Student Services Office. That office will inform the instructors.
- *Religious observances* – The student will inform the instructor.
- *Jury duty* – If called upon, members of the University community are expected to fulfill their obligations to serve on a jury. A student selected for jury duty will inform the instructors and/or activity advisers.
- *Military service* – A student who voluntarily goes on military duty for training or is drafted into the armed services or is ordered to active duty will inform his or her College Student Services Office. That office will inform the instructors.

## **4. Syllabus**

Faculty will distribute a syllabus at the start of each course, as required by Northeastern University's Bill of Student Rights and Responsibilities and Academic Honesty and Integrity Policy. The syllabus should include a schedule of topics; exam and assignment due dates; information on how to contact the faculty member; scheduled office hours; course objectives; required course materials; required assignments; grading and

attendance policies; and a reminder of the University's academic honesty policy. Faculty may wish to include a statement such as:

Northeastern University is committed to the principles of intellectual honesty and integrity. All members of the Northeastern community are expected to maintain complete honesty in all academic work, presenting only that which is their own work in tests and assignments. If you have any questions regarding proper attribution of the work of others, contact your professor prior to submitting the work for evaluation.

Faculty may seek assistance from the unit head in developing the syllabus.

### **5. Classes and Make-up Classes**

Faculty must adhere to scheduled class times for regularly scheduled classes and examinations. If a make-up class is needed because class was cancelled due to inclement weather or faculty absence, it should be rescheduled. Make-up classes should not be scheduled during student activities hours (11:45 a.m. - 1:30 p.m., Mondays and Thursdays). Classroom arrangements should be made with the Director of Scheduling in the Registrar's Office.

### **6. Posting and Distributing Grades and Other Student Information**

The public posting of a student's name and grade is a violation of the Buckley Amendment (the Family Educational Rights and Privacy Act of 1974), which does not allow disclosure of recorded data or information without the individuals consent. Attendance sheets and other lists that display students' names and identification numbers may not be distributed or posted. Social Security numbers or University ID codes may not be used when posting grades. Every effort should be made to ensure that students cannot be identified in posted or distributed information.

### **7. Student Discipline**

In general, questions about disciplinary problems in class should be directed to the unit head. In difficult cases, the Dean of Student Life may also be consulted.

A faculty member may dismiss from class any student who is disruptive in class or whom he or she reasonably believes has otherwise violated the Student Code of Conduct as outlined in the *Undergraduate and Graduate Student Handbook/Planner*. The faculty member should report the incident as soon as possible after class to the Dean of Student Life, 104 Ell Building, 617-373-2338. The student should be excluded from the class until he or she has received written permission to return to class from the Dean of Student Life. Disciplinary cases are handled administratively or through the Office of Student Conduct and Conflict Resolution, 202 Ell Building, 617-373-4390.

### **8. Conference Hours**

Faculty should schedule a minimum of three one-hour periods per week and such additional hours as may be required by their instructional, advising, and other service

assignments. Conference hours should be scheduled at periods when the students are most likely to be able to utilize them. They should not be scheduled during student activities periods.

### **9. Honesty in College Work**

Honesty in academic work is expected of all students. Academic dishonesty is a most serious offense and renders the offender liable to disciplinary action, recognized by the students themselves (see *The Undergraduate and Graduate Student Handbook/Planner*). The aiding and abetting of a student in any academic dishonesty is also considered to be a grave breach of academic honesty. To avoid questionable situations, faculty should make their expectations about students working together or individually very clear in the syllabus.

If a student is observed cheating or if a student turns in work which the faculty member reasonably believes is not the student's own work and/or does not include the proper attribution, the faculty member should report the student to the Director of Student Conduct and Conflict Resolution, 202 Ell Building. This preserves the student's right to due process.

### **10. Students with Disabilities**

Northeastern University is committed to providing support services that enable students with disabilities to participate fully in the life of the University community. To ensure compliance with the spirit as well as the letter of all laws governing the rights of individuals with disabilities, faculty members and all other persons engaged in or assisting with the instruction of students at Northeastern University are encouraged to make all reasonable efforts, including the relocation of classes and the rescheduling, redesigning, or relocating of examinations or laboratory practice, to assist handicapped students in their quest for knowledge and/or in their fulfillment of courses and/or graduation requirements. The Disability Resource Center is located at 20 Dodge Hall, 373-2675.

### **11. Other Classroom Policies**

- Smoking is not permitted in any campus building.
- Pets, except for guide dogs, are not allowed in classrooms.
- Possession and/or consumption of alcoholic beverages is prohibited in classrooms.

### **C. COURSE MATERIALS**

Each academic unit works with the Northeastern University Bookstore to order textbooks and other class materials. Requests for desk copies of required books should be made on official University stationery, in accordance with the rules of the individual instructional units and desk copies will be supplied by the bookstore as they become available. Such complimentary copies, as provided by the publishers, become the property of the instructor unless otherwise stated.

To place books on reserve, contact Northeastern University Libraries, Reserve Department, 130 Snell Library, Phone: 617-373-3397 or 617-373-2364. To place books on reserve for School of Law courses, contact the Law Library at the Knowles Law Center, 617-373-3480.

Media Software can be ordered through the Media Center in the Library, 200 Snell, 617-373-2465. Audiovisual and other equipment for classroom use can be ordered through Campus Media Services, 2 Ell Building, 617-373-2294.

NU Classpacs is a service of the University Bookstore and NU Reprographics and facilitates faculty use of copyrighted materials in class. The service accepts articles, parts of books, or other printed materials that faculty members wish to use in class. The service obtains the appropriate copyright permissions and handles all royalty payments. All NU Classpacs are processed and sold through the University Bookstore. For more information, contact NU Reprographics at 617-373-5910. The Educational Technology Center will assist faculty in obtaining permission to post electronically certain types of texts and to post copyright-cleared materials for classes on the web. Contact the EdTech Center at 617-373-5157.

#### **D. TEACHING EVALUATIONS**

As mandated by the Faculty Senate, the Center for Effective University Teaching (CEUT) conducts evaluations of all non-exempt undergraduate and graduate courses each term. Faculty members may choose between the shorter Student Government Association questionnaire and the longer Teacher Course Evaluation Process (TCEP) questionnaire, which is more suitable for teaching development. CEUT also provides appropriate forms for evaluating applied music courses, chorus and ensemble work, and laboratory sessions. Reports from the longer evaluation are sent only to faculty members, unless it is unit or college policy to send copies first to unit or college administrators. Results from the shorter evaluation form are available on the web.

Whenever the quality of a faculty member's teaching performance appears to be in question, students' written comments on the evaluation can be extremely important. If a faculty member appears not to be performing well as a teacher, the unit head will make suggestions for improvement and indicate the type of improvement expected of the faculty member within a reasonable period of time. The unit head may arrange for one or two classroom observations of the faculty member to assess their effectiveness and performance in class and to aid in improving teaching performance. If improvements are not made over a period of time, staffing decisions might be affected.

The Center for Effective University Teaching, 225 Hayden Hall, 617-373-8583 is available to work with all faculty on teaching and learning.

#### **E. E-MAIL AND WEB PAGES**

Faculty are encouraged to communicate with their students, to use e-mail, and to develop course web sites. To obtain a University e-mail address, faculty must present their ID at the Information Services Operations Center, 44 Richards Hall, to sign up. It takes three

(3) business days to set up an account. Faculty are also encouraged to develop web sites for their courses. The Educational Technology Center (50 Dockser Hall, 617-373-5157) can assist faculty who are unfamiliar with web site development and student sign-up procedures.

In developing e-mail lists, websites, chat rooms, or other interactive courseware that mandate student participation, use of any student identifiers such as social security numbers, student identification numbers, or University assigned e-mail addresses in ways that could reveal such information to other class members or to the public violates the Family Educational Rights and Privacy Act. Masking methods, such as alternative identifiers, can be developed that facilitate student communications while minimizing the risk to individual privacy. In addition, faculty must password-enable course-related websites and post copyright notice language in order to protect faculty-authored materials available at the site. Information Services has model language on-line for faculty to use:

- to copyright their own work,
- for other authors' copyright-cleared materials, and
- for copyrighted materials being used under the fair use provisions.

University policy prohibits faculty from posting commercial links on their web site or promoting particular vendors, except to the extent necessary to achieve the objectives of their course. If you have any questions about this policy, contact the Office of University Counsel, 115 Churchill Hall.

## **F. USE OF COPYRIGHTED MATERIAL IN CLASS**

The copyright laws generally prohibit the reproduction of copyrighted materials without the consent of the copyright holder. The "fair use" doctrine permits reproduction without consent under some very limited circumstances.

The general guidelines below outline when materials can be safely copied without permission. Any questions regarding a particular task should be referred to the Office of University Counsel, 115 Churchill Hall. For information on the educational uses of copyrighted music, contact the University Copyright Officer through the Office of the University Counsel, 115 Churchill Hall.

### **1. Single copy from existing text.**

Faculty may make a single copy of a chapter of a book, an article from a periodical or newspaper, a short story, short essay or short poem, or a chart, graph, diagram, drawing, cartoon, or picture.

## **2. Multiple copies for classroom use.**

Faculty may make multiple copies of a work without the consent of the copyright holder if the work to be copied is a small piece of a large work, a short poem or an article. For example:

- A poem under 250 words.
- An article, story or essay of less than 2500 words.
- An excerpt from any prose work of not more than 1000 words or 10% of the work.

In addition to the length restrictions, the intended use is limited to a single course and a single work (two works in the case of "excerpts"). The use must also be spontaneous. That is, the decision to use the work and the actual use must be so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy. As a general rule, a decision to include the work in a Classpac means that there is adequate time to request permission.

## **3. Prohibitions**

Copying must not be used to create or replace or substitute for anthologies, compilations, or collective works. This guideline applies whether copies of works or excerpts are accumulated or are used separately. There must be no unauthorized copying from workbooks, exercises, standardized tests, test booklets, answer sheets, or other consumable materials. Copying must not substitute for the purchase of books, photographs, publishers' reprints, or periodicals, and the same item may not be used by the same instructor from term to term. No charge will be made to the student beyond the actual photocopying cost.

Infringement of copyright laws, whether through print or electronic means, involves penalties. Individuals who break the law without being aware of what they are doing, may be subject to an injunction and may be required to pay actual damages and lost profits. Those who willfully and deliberately infringe may be subject to additional civil and/or criminal penalties.

## **G. EXAMINATION POLICIES**

### **1. Examination Schedules**

All examinations, except final examinations, are scheduled at the faculty member's discretion within regularly scheduled class hours. Any change in regularly scheduled classes or examinations must have the unanimous consent of all class students, unless other arrangements for students to attend the alternative class or examination are agreed to by the faculty member and the student(s) involved. No examination longer than one half-hour may be given during the week prior to final examination week.

In-class final examinations in any course may not be more than two hours in duration (except in the School of Law) and must be given at the Registrar's scheduled time during examination week. Exceptions may be made in specific courses for educationally sound reasons only with the prior approval of the college dean. If no final examination is to be offered for a course, the department chair must be notified.

The Registrar publishes the final examination schedule at the beginning of the term. A student with an examination schedule conflict (three examinations in one day or two examinations scheduled at the same time) must file a final examination conflict verification form at the Registrar's Office by the end of the second week of the term. The Registrar's Office works with the faculty members to resolve the conflict.

Faculty are encourage to include a reminder of the University's academic honesty and integrity policy on all examinations.

## **2. Electronic Scoring of Examinations**

When faculty choose to use electronically score exams, these exams may be processed at the Computer Customer Services Center. All requests for electronic processing must be submitted at least one week prior to the examination. More information on electronic processing is available at the Computer Customer Services Center, 39 Richards Hall, 617-373-3300.

## **3. Access to Examinations and Other Student Work**

The Family Educational Rights and Privacy Act of 1974 and Northeastern University policies provide students the right to review and copy their exams, projects, papers, etc. Faculty must make these items available to students to comply with this law. Further, Northeastern University strongly encourages faculty to return to students their original work, so that they may create portfolios and learn from their work.

If a faculty member insists on retaining students' original work, the work must be kept in the faculty member's office for one year. In the case of part-time faculty or faculty who leave the University, it should be kept in the unit office for one year.

## **H. GRADING**

### **1. Assignment of Grades**

Faculty will make every effort to ensure that the grades they assign accurately and appropriately reflect students' achievement in the course. Because grades can affect financial aid eligibility and cooperative education placements, it is important that final grades be submitted to the Registrar's Office by the date published by the Registrar. The course grade must be submitted by an instructor designated by the department chairperson or school director as responsible for teaching the course.

## 2. Appeal of Final Grades

Under certain circumstances, students have the right to appeal final grades assigned by either academic faculty or cooperative education coordinators. Criteria and procedures can be found in *the Undergraduate and Graduate Student Handbook* or in the *University College Student Handbook*.

## 3. Grading System

### a. Letter Grading System

Grades are officially recorded by letters, evaluated as follows.

Grades	GPA Equivalent	Status
A	4.000	Outstanding Achievement.
A-	3.667	
B+	3.333	
B	3.000	Good Achievement.
B-	2.667	
C+	2.333	
C	2.000	Satisfactory Achievement.
C-	1.667	
*D+	1.333	
*D	1.000	Poor Achievement.
*D-	.667	
F	.000	
I		Incomplete in a letter-graded course.
S		Satisfactory achievement in a course defined as a C- or above.
U		Unsatisfactory achievement in a course. Does not count toward degree requirements.
X		Incomplete in a satisfactory/unsatisfactory course.
NE		Not enrolled. Did not attend after the date of record, the start of the second full week.
IP		Course in progress. Intended for course such as Senior Thesis or a project that extends over several terms. An IP can be replaced by a regular grade with a standard change-of-grade card. The time restrictions on the I grade do not apply to the IP grade. While unchanged, it is not included in computing the GPA. If never changed, the course does not count toward graduation requirements.

\*These grades are not available to students at the graduate level.

An I, IP, or X grade shows that the student has not completed the course requirements. Individual faculty may choose not to use plus or minus designations. If faculty elect to use whole letters, they must announce this to the class at the beginning of the term.

A separate evaluation system exists in the Law School.

## **b. Satisfactory-Unsatisfactory Grading System**

The University adopted a Satisfactory-Unsatisfactory (S/U) grading system wherein the individual Undergraduate Day College will publicize the applications and limitations of this system as they apply to their students. An outline of the general system as adopted by the University follows.

### **1) The System**

- a) Any student not on academic probation, where permitted by the terms of Section C below, may register for one S/U course per quarter, if permitted by the Undergraduate Day College in which the student is enrolled. Enrollment in one-credit-hour courses on an S/U basis does not prevent students from also electing an additional four-quarter-hour course on a pass/fail basis.
- b) Such courses will normally be restricted to freely chosen electives outside the major field of specialization, so that no part of the specifically prescribed curricula will be affected. However, in cases where the S/U system of grading appears pedagogically sound for required courses within a program, nothing contained in this provision shall hinder a college faculty from adapting such a plan to its specific needs.
- c) Individual faculty members may determine whether any courses offered by them may be taken on the S/U system of grading, excepting always those instances where uniformity is necessary. In such cases, the decision concerning the use of the S/U system of grading must devolve upon department and/or college faculty directly offering the course.
- d) The grades recorded on the basis of the S/U system will not figure in the computation of the QPA.
- e) Satisfactory completion of the work in all courses taken on the S/U system of grading with a grade of C- or better will be designated on the transcript by the letter S. Unsatisfactory work will be designated by the letter U.
- f) An incomplete in a course taken on the S/U basis will be designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

### **2) The following registration procedures shall prevail:**

- a) Students wishing to use the S/U system of grading for a course must meet all prerequisites for such a course.
- b) Students have until the end of the second week of the quarter to declare to the instructor their intent to receive a S/U grade; however,

this deadline may, at the option of the instructor, be extended to the end of the eighth week.

#### **4. Credit Course Work**

Courses are eligible for credit if they are taught by the faculty of an instructional unit of the University designated by the Trustees as authorized to offer a degree program or to offer credit courses in a specialized area. Courses may also be offered for credit if they are endorsed by vote of an appropriate degree-granting college faculty.

The Registrar of the University maintains the academic record for all course work registered for by students enrolled at the University.

#### **5. Determination of Credit**

The amount of credit to be awarded a course is determined by the dean or director of the school or college on recommendation of the unit head and faculty members involved. Credit hours are assigned to a course based on the established educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a quarter, semester or term. This typically includes one hour of in-class time and two hours of individual study outside of class. Faculty members should plan course requirements so that the total workload of the student is, on average, equal to the credit hours assigned the course. All courses must be approved by the University Graduate Council or the University Undergraduate Curriculum Committee prior to being offered to students.

Except for typographical errors, there can be no alteration of the credit hours assigned to a course once the students have enrolled and the course has begun.

#### **6. Grade Changes, Clearing Incompletes, and Repeating Courses**

Normally only the faculty member responsible for the initial grade may change a recorded grade on a change of grade card available from the unit. In unusual circumstances, such as when the original faculty member has left the University, a change of grade may be initiated by the unit head responsible for the course and with the concurrence of the college dean. The faculty member teaching the course must be notified of the grade change in writing and may appeal it to the Academic Standing Committee of the college. The Academic Standing Committee of the college in which the course was offered must approve any undergraduate grade change which is made after one year. The College dean must approve any graduate grade change which is made after one year.

For the student's protection, the student and instructor will specify in writing, verified by both signatures, the arrangement for completion of coursework. The incomplete must be completed within one year of the posting of the I, IP, or X. For undergraduate courses, any grade change which is made after one year must be approved by the Academic Standing Committee of the college in which the course was offered. For graduate courses, the college dean must approve any grade change which is made after one year.

Students may elect to repeat a course in which a grade below C or a U was received. In this case, the grade for the repeated course will be used in the computation of the QPA. Each college and graduate school may set limits to the number of course repeats permitted.

## **I. TUTORING**

### **1. Tutoring for Fees**

Faculty and teaching assistants may not tutor Northeastern students for fees in any course in which they are currently teaching that student. Students are entitled to reasonable instructional assistance as part of their normal tuition payment. Teaching assistants may be hired by units to provide additional academic assistance to students.

### **2. Academic Assistance**

A comprehensive listing of academic assistance providers can be found at [www.academicguide.neu.edu](http://www.academicguide.neu.edu). Examples of academic support available to students include tutoring services that are available through a number of sources: Academic Assistance Center, 102 Cahners Hall; Peer Tutoring program at the Media Center, Snell Library; and the OnLine/OffLine Writing Lab (also known as the NU OWL), located in 412 Holmes Hall and at the web site [www.owl.neu.edu](http://www.owl.neu.edu). The writing lab assists students with any level of writing from freshman English to written assignments in the major. Some units also offer tutoring services for specific courses. Students may contact their faculty member or the unit head for more information.

## **J. ADVISING**

Academic advising is an integral part of teaching; therefore, the University expects its faculty to play a significant role in the advising of students. At Northeastern, many formal channels of advising exist at the University, college, departmental, and individual levels. As an adviser, a faculty member can enhance a student's educational program and encourage individual development. To be effective, advising must be personal rather than mechanical. Scheduling and honoring mutually convenient office hours assures at least minimum availability. No person can be expected to have the answers to all questions. However, advisers should be knowledgeable about departmental programs as well as college and institutional requirements. Knowing where to go for additional information is vital. Evidence of genuine concern for each student remains paramount; students who feel cared about will, in turn, care more about Northeastern University.

Regarding curricular requirements, consultation with members of the department(s) and/or the Office of the Dean of the appropriate college(s) will probably provide needed information and serve as additional resources for the student. The Office of the Dean of Students can provide initial guidance on procedural and general matters affecting students. That office, may assist faculty members directly or may help identify problems and appropriate sources of referral.

## K. STUDENT RECORDS

*The following information regarding student records summarizes those components of the Family Educational Rights and Privacy Act of 1974 (FERPA) and University policies that are most likely to involve faculty and students interactions. Should other questions arise regarding the rights and responsibilities involving official student records, such as photocopies and access to information, please contact the Office of the Registrar.*

The Office of the Registrar maintains official student academic records. Other units in the University maintain other student records. Information is made available in accordance with federal and state laws and with existing University policies.

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect their records whenever appropriate and to challenge specific parts of them.

Guidelines for the release and disclosure of information from student records, in accordance with the Family Educational Rights and Privacy Act of 1974 and the Student Right-to-Know and Campus Security Act follow below. When faculty, as part of their teaching or advising duties, access student records, they must do so in a manner that ensures that student privacy rights are protected. Faculty with questions about the maintenance and use of student records should consult with the Office of University Counsel.

### 1. Directory Information

Information concerning the following items about individual students is “directory information” (the office listed has the most accurate and up-to-date information):

- a. Office of the Registrar:** full name, date of birth, major field of study, dates of attendance, class year, degrees and awards received, most recent previous educational institution attended.
- b. Department of Athletics:** participation in officially recognized University athletics, weight and height of members of athletic teams.
- c. Student Activities:** participation in officially recognized University activities and student organizations.

The foregoing information may be released or published without the student's consent. However, students who do not wish such information to be released or made public must inform the appropriate office in writing.

## **2. Confidential Records**

All personally identifiable information relating to particular students and used to make decisions about students or for transmittal to others outside the University, other than directory information as defined above, is considered confidential.

This information includes, but is not limited to:

- Academic evaluations
- Advising records
- Disciplinary records
- Financial Aid records
- Letters of recommendation
- Medical or health records
- Clinical counseling and psychiatric records
- Transcripts, test scores, and other academic records
- Cooperative work records

## **3. Disclosure of Confidential Information - Right of Inspection and Review**

A currently or previously enrolled student has the right to inspect and review official records, files, and data directly related to the student as a student. Access will be provided in the presence of a staff member. The right does not extend to those applicants who have been denied admission or to those admitted who did not enroll. Where such information involves other students, the student is entitled to inspect or be informed of that portion of the information pertaining only to himself/herself. Further disclosure may be made to a dependent student's parent, guardian, or individual acting as a parent of a dependent student in the absence of a parent or guardian. Requests under FERPA of 1974 have been accepted since January 1, 1975, and are responded to within 45 days. Only in rare situations will the response period ever approach this limit. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

**No faculty member, administrator, or other representative of the University shall make any representations to, or enter into any agreements with, or act toward any student or other person in any manner which is not in conformity with established University policies, practices and procedures expressed in the *Faculty Handbook*, the *Undergraduate and Graduate Student Handbook/Planner*, University catalogues, or other published University documents.**