

STOCKTON UNIVERSITY



POLICY

Student Education Record

Policy Administrator: Registrar

Authority: 18A-64-8

Effective Date: March 25, 1975; June 16, 1976; September 21, 2009; February 16, 2011; May 3, 2023

Index Cross-References: Procedure 2017 Course Numbering, Grading Policies and Course Sequencing, Policy VI-92 Files and Records – Review, Retention and Retirement

Policy File Number: II-91

Approved By: Board of Trustees

A. Responsibilities.

Stockton University follows Federal and State definitions and guidelines, in addition to the Family Education and Privacy Act (FERPA,) for a student's education record as outlined on the National Center for Education Statistics (U.S. Department of Education) website.

1. The Office of the Registrar: Responsible for maintaining the official education record of each enrolled Stockton student.
2. Academic Schools: Faculty members are responsible for the timely submission of grades and data related to courses and programs which are necessary to accurately reflect students' academic status. Submission deadlines are identified in the University Academic Calendar.
3. Students: It is a student's responsibility to check the accuracy and completeness of their records and to notify the Office of the Registrar of any errors or omissions in their file.

B. Elements of a student's education record include:

1. The education record is the official and unabridged educational and demographic record of a student at Stockton University. This record is the central source that portrays the student's educational progress and achievement while enrolled at the University. The educational record may also include related items such as academic materials that the student may have requested in writing be placed in their file.
2. "Directory information" is personally identifiable information from a student's education record that may be made public unless a student requests that it be kept confidential. In compliance with FERPA regulations, Stockton University designates the following information as

directory information: Student name, program(s) of study, dates of attendance, class level, degree(s) awarded, awards, honors, certifications, participation in officially recognized activities and sports, and weight, height, hometown and high school of members of athletic teams.

The University does not release information regarding applicants to external agencies.

C. Changes to a Student's Education Record:

1. Students are required to submit demographic changes (such as name, address, etc.) and program study changes to the Office of the Registrar on official change forms or through secure access on the University's web portal.
2. Faculty members are authorized to make grade changes in accordance with Procedure 2017.

D. Release of Education Records:

1. Written Consent: Upon a student's written consent:
 - a) A copy of the entire education record may be released to an individual identified by the student.
 - b) The student's Stockton transcript may be released to a third party identified by the student.
2. Legitimate Educational Use: Upon receipt of written request, the Office of the Registrar may disclose or permit access to a student's education record or portion thereof to faculty and staff for legitimate educational use to perform the requestor's official job duties. Curiosity is not a legitimate educational use.
3. Original Record: The original education record on each student will never be released from the Office of the Registrar. Only copies, official or otherwise, will be released in accordance with this policy and applicable law.

E. Student Privacy Rights - FERPA & Proxy Access:

1. Via Stockton's secure student portal, students may designate a proxy (parent, guardian, or third party) to view specific education and financial records. The student may give proxy access for the following items: Bill Detail by Term, Financial Aid Status, Unofficial Transcripts, or Tax Forms.

F. Education Record Retention and Disposition

The University will retain and dispose of educational records in accordance with applicable federal and State law.

Review History:

	Date
Policy Administrator	11/07/2022
Faculty Senate	04/15/2022
Dean's Council	08/15/2022
AA Leadership	07/15/2022
Divisional Executive	08/19/2022
General Counsel	11/30/2022
Cabinet	01/19/2023
President	01/19/2023
Board of Trustees	05/03/2023