

The Privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

1. The seriousness of a threat to health or safety.
2. The need for access to the record in meeting the emergency.
3. Whether the person, requesting the records is in a position to deal with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

Essential Records

Type	Location	Custodian
Admissions & Cumulative Academic Records	Office of the Registrar-Kresge Center	Registrar
Health Records	Office of Student Health Services Center for Bioethics	Director of Health Services
Financial Aid Records	Office of Student Financial Services Carnegie Hall	Director of Financial Aid
Student Accounts	Office of Bursar	Bursar
Placement Records	Office of Career Planning and Placement Carnegie Hall	Director of Career Planning and Placement
Academic Progress Records	Offices of Dean/Faculty College/Academic Departments	Dean, Academic Advisor, Instructor
Disciplinary Records	Office of the Dean of Students Old Administration Building	Dean of Students

The table represented above lists the essential records that are maintained by Tuskegee University.



TUSKEGEE

UNIVERSITY

Office of the Registrar
136 Kresge Center
Tuskegee, AL 36088
(334) 727-8505
(334) 727-8232 Fax
www.tuskegee.edu

Tuskegee University is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tuskegee University.

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Policy of Records Release and Student Rights



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Family Educational Rights & Privacy Act

Tuskegee University is required by Section 99.7 of the Educational Rights and Privacy Act (FERPA) regulations to provide students annual notification of their FERPA rights. A statement of Tuskegee University's Procedure to Inspect Educational Records appears on the University's website under "Important Notice" from the Registrar's Office. The Records Custodian (Registrar or staff designee) will function as the primary source for the Release of Education Records.

Tuskegee University makes available to all students on its website (under Registrar's Office) the provisions for the release of directory information. Students who do not wish to have directory information released, must file with the University Registrar a written request to prevent disclosure of Directory of Information.

This request must be filed with the Registrar by the first day of classes, at the beginning of the semester or summer term. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, students have the right to withhold their disclosure of any or all categories "Directory Information" listed.

Directory of Information as defined by Tuskegee University to be released to Non-Institutional Persons or Organizations

"Directory of Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. The above directory information will be released without the consent of the student by the Tuskegee University Registrar in accordance with 34 CFR§ 99.37.

Section 99.3 of the FERPA Regulations, **Personally Identifiable Information** (i.e. social security number, student number, date of birth, etc) from student educational records **will not be released** without the prior written consent of the student except as specified under the provisions of FERPA Regulations. Parents or legal guardians of students may establish their right to review student records upon providing documentation of the student's dependency as defined by the U.S. Internal Revenue Code of 1954 Section 152. If one parent claims the student as a dependent for income tax purposes, the University

may disclose information to either parent. The institution however, is not required by FERPA to release information if dependency has been established.

Confidential data includes students' grades, class schedule, and all other non-directory information contained in the educational record. Confidential student data may only be utilized for official University business and made available to members of the University community who have a "legitimate educational interest" on a "need to know basis". School officials with a legitimate educational interest in a student's educational records may access those records without the student's consent; this includes faculty, staff, administrators, clerical and professional employees. Also included are students serving on Tuskegee University committees where legitimate "need to know" exists.

It is the responsibility of the Registrar to assess the "legitimate educational interest" or "need to know" of the request and to require proper identification, if necessary. When doubt is raised by the Registrar or the Registrar's designee about an individual's "need to know" or "legitimate educational interest" in having access to specific information, the issue shall be decided by the Provost. The Registrar or designee will determine whether copies of materials may be made and/or if others need to be present during the examination of the educational record.