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### **Student Records Policy**

As a matter of course, Antioch College maintains educational records for each of its students. This information is used to document student enrollment, credits, degrees earned, and other matters pertaining to the student's academic progress at the College. It is the joint responsibility of the College and the student to ensure that records are complete and accurate. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides access for students to information about themselves, permits students to challenge information maintained as education records by the institution, and limits the release of such information without the student's consent. The following will serve as a comprehensive statement of Antioch College policy about student records and Antioch College's implementation procedures.

### **Academic Records**

The Registrar's Office serves as the repository for all official academic records for students at Antioch College. The Registrar's Office is authorized to issue official transcripts on behalf of Antioch College. It maintains the following types of academic records:

1. Degree plans or other documents of comprehensive student learning objectives.
2. Reports—including grades, narrative evaluations, and class lists reporting credit—which provide documentary support for the awarding of credits and degrees.
3. Transcripts of learning activities.
4. Correspondence relating to student records.
5. Summary biographical data in compliance with federal and state reporting requirements.
6. Reports of committee or administrative actions regarding student status.

### **Other Student Records**

The Office of Admission and Financial Aid maintains data to ensure that admissions standards have been met and that students have been properly admitted. The office also maintains student and parental information relating to the application for and receipt of financial awards. The dean of cooperative, experiential and international education maintains records pertinent to students' part-time and full-time work experiences. The Office of Student Life maintains records pertinent to disciplinary reports and community living in campus housing.

### **Retention of Student Records**

Student records will be retained for the following minimum periods of time. Any documents not specifically noted below are retained in accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) records retention guidelines. Paper documents will be disposed of by shredding; electronic documents will be deleted.

<b>Document</b>	<b>Retention</b>
Acceptance letter	5 years after graduation or date of last attendance
Advanced placement record	5 years after graduation or date of last attendance
Application for admission or readmission	5 years after graduation or date of last attendance
Correspondence, relevant date	5 years after graduation or date of last attendance
Disability Records	5 years after graduation or date of last attendance
Entrance exam reports/ test scores	5 years after graduation or date of last attendance
Letters of recommendation	Until admitted
Medical records	5 years after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Placement test records/ scores	5 years after graduation or date of last attendance
Recruitment materials	May dispose of materials after enrollment
Residency classification forms	5 years after graduation or date of last attendance
Student waivers for rights of access to letters of recommendation	Until terminated
Other test scores	5 years after graduation or date of last attendance
Transcripts from other colleges	5 years after graduation or date of last attendance
Transcripts from high school	5 years after graduation or date of last attendance
Admissions documents for applicants who do not enter, whether accepted or rejected	3 years
Admissions documents for applicants who enter (with the exception of letters of recommendation, which are destroyed upon admission)	5 years after last date of attendance
Enrollment certification or verification	1 year after certification or verification date
Financial Aid documents	5 years after last date of attendance

Academic transcripts, grades, and narrative evaluations	Retained permanently
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### **International Student Documents**

There is no upper limit on the retention of documents for international students on student visas. For exchange visitor visas, documents are retained for 3 years after the graduation or date of last attendance. The following documents are maintained:

- Copy of Employment Authorization (work permit), if granted
- Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident)
- I-20 (certification of eligibility for F-1 visa status)
- Copy of I-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record)
- IAP 66 (certificate of eligibility for J-1 visa status)
- Passport number
- Statement of Educational Costs (shows estimate of total school year costs)
- Statement of Financial Responsibility (shows evidence of adequate financial resources)

### **Access to Student Academic Records**

Antioch College provides students with access to their student records in compliance with FERPA. For complete information about student rights provided by FERPA, see Notification of Student Rights under FERPA on page 322.

### **Hearing to Challenge Content of Student Records**

Any student may choose to challenge the content of his or her Antioch College records informally or through a hearing if the student thinks the records are inaccurate, misleading, or otherwise in violation of the right to privacy of the student. The hearing serves as a formal opportunity to seek the correction or deletion of any such inaccurate, misleading, or other inappropriate data contained in the record. The student may also seek inclusion of explanatory information. Formal hearings will be conducted in the following manner.

Any request for a hearing to challenge an Antioch College record must be made in writing to the College president or his or her designee.

The hearing request must:

- Identify in specific terms the portion(s) of the record to be challenged.
- State the reason(s) for challenging the record so identified, and state the remedy sought; that is, the correction or deletion of the information under challenge or the opportunity to submit explanatory information to accompany the challenged student record.

### **Hearing Procedures**

1. The hearing will be conducted by the College president or his/ her designate.

2. The hearing will be granted within a reasonable time, but no more than thirty (30) days after the hearing request has been made.
3. Reasonable notice shall be given to the student and other necessary parties of the date, time, and place of the hearing.
4. The hearing shall be limited to a consideration of the specific portion(s) of the student's record being challenged.
5. The Registrar's Office will represent the challenged record at the hearing. Where practicable, the College will attempt to have a representative from the office responsible for the challenged record present at the hearing.
6. The student will have the right to be assisted by an advisor of his or her choice. •The burden of sustaining the challenge rests with the student.
7. Reasonable opportunity shall be provided for all parties to present evidence and witnesses directly related to that portion(s) of the record being challenged.
8. The student will be provided written notification of the disposition of the challenge (including the reason for such disposition).
9. The remedies available to the student as a result of a hearing are:
  - The record may stand; or
  - The record may be corrected;
  - The record may be deleted; or
  - Explanatory information, of a reasonable length, may be inserted in the student's record file.

### **Release of Student Records**

Safeguarding the privacy of student records is a primary concern of the Registrar's Office. No student information will be released to any party without the written consent of the student, except to the following:

- Appropriate personnel and agents of Antioch College who have legitimate educational interest in seeing student records.
- Appropriate state and federal agencies that, under law, are entitled to have access to College records.
- In connection with an application for, or receipt of, financial aid.
- Accrediting associations in the performance of their accrediting functions.
- In compliance with a judicial order or subpoena.

Every effort will be made to notify the student of the order or subpoena prior to College compliance with that subpoena. Under federal law, the College is required to maintain a log of access to student records for all non-college personnel. This information is available to students, upon request, in the office where the student records are maintained.

### **Change of Student Data**

Students who need to change specific data elements to reflect current information on their student record must submit a Change of Student Data Form. By using this form, the following data elements can be identified and changed:

- Correct Mailing Address (any type, i.e. home, local, billing, co- op, etc.)

- Correct Birthdate
- Correct Social Security Number
- Any other aspect of data not identified in this or other sections of the curriculum catalog.

### **Preferred Name Policy**

Antioch College recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the college acknowledges that a preferred name can be used wherever possible in the course of college business and education.

Therefore, it is the policy of Antioch College that any student may choose to be identified within the college's information system with a preferred first name in addition to the person's legal name. It is further understood that the person's preferred first name shall be used in all college communications and reporting except where the use of the legal name is required by college business or legal need.

A Request for Preferred Name form must be submitted to the Registrar's Office. The individual is free to determine the preferred first name the student wants to be known by in the college's information system. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. A Request for Preferred Name form is available from the Registrar's Office.

The preferred name will only be used in cases where a legal name is not absolutely necessary. Examples of where your legal name are necessary include, but are not limited to, financial aid documents, billing statements, payroll, official transcripts, enrollment certifications, and Federal immigration documents. In some cases if you indicate a preferred name, it may be necessary to clarify that your preferred name is different than your legal name. Examples of this include, but are not limited to, official interactions with police, security, and/ or law enforcement, and verification of medical records.

Consistent with the Family Educational Rights and Privacy Act (FERPA), Antioch College allows for the release of directory information, which includes a student's preferred name when one is designated. If a student does not want disclosure of the preferred name to external organizations or persons, the student can set a FERPA restriction on the student record by completing a FERPA Information Release Declaration form which is available in the Registrar's Office. Choosing a FERPA restriction means the College cannot confirm student status to anyone inquiring about the student record. For more information about FERPA and setting FERPA restriction, contact the Registrar's Office.

Using a preferred name is not the same as a legal name change through the courts system. A student may be challenged if relying on documents with a preferred name when asked to provide proof of legal name and/ or identity for employment or government purposes, such as obtaining a passport.

Other considerations include the use of both the official name and a preferred name on various documents used for external purposes. For example, a transcript and verification from the College with the official university name and a letter of reference from a faculty

member who knows the student primarily by the student's preferred name may require some clarification when applying for internships, jobs, and/ or graduate school.

### **Name Change Policy**

Student names on all official college records must reflect the student's legal name. Students who have earned degrees at Antioch College may only change their name designation by presenting to the Registrar's Office a court order approving the new name. There will be a \$50.00 fee for the printing and mailing of a new diploma.

If you have not yet received your degree, review the following categories to determine how to proceed with a change of name.

### **Divorce**

A student who wishes to change their name because of divorce, must present to the Registrar's Office a court order granting the divorce decree. Maiden names may only be used when authorized by the court.

### **All Others**

You may change your name without court order by presenting to the Registrar's Office verification of the new name. The following may be used to verify the new name: driver's license, DMV/ BMV identification card, passport, legal court document, birth certificate, or alien registration card. Documentation must be provided for all changes including the following: I, II, III, IV, Jr., Sr. or other suffix to the name; middle name or initial; or an addition or subtraction of a hyphen.

### **Gender Change Policy**

Students identify their gender designation at the time they apply for admission to the college. Students who wish to change the gender designation for their official records must provide the Registrar's Office with a certified copy of a court order showing change of gender or other legal identification, such as a revised driver's license or state issued I. D. card. All official records in the Registrar's Office will identify only the new gender. Note: Antioch College transcripts and diplomas do not specifically reference gender.