

- (A) The academic record of a student is confidential. The university of Cincinnati ~~records~~ affords all the rights under the law to students and will only disclose personally identifiable information and/or education records in accordance with the "Family Educational Rights and Privacy Act (FERPA) of 1974, as amended." (FERPA).
- (B) Pursuant to FERPA, ~~Within~~ within the university of Cincinnati community, only those school officials, individually or collectively, who have a "legitimate educational interest" (i.e., ~~a need directly related to the discharge of their assigned professional responsibilities~~) are allowed access to student education records. Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility. These members include personnel in the offices of the registrar, treasurer, financial aid, and admissions, and other administrative/academic personnel within the limitations of their legitimate educational interest. A school official is an employee, agent or other person acting on behalf of the university, which include: a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university employees or officials; a person serving on the board of trustees; or a student serving on an official committee.
- (C) In accordance with FERPA, at its discretion, the institution may provide items identified as "directory information" to third-party requests without the student's prior consent. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The office of the registrar, in consultation with the office of general counsel, will provide notice as to the types of information it has designated as "dDirectory information" on its website. ~~at the institution shall be defined as: student name, student identifier (non-social security number), address, email address, telephone number, enrollment status, dates of attendance, degrees conferred and dates, honors and awards, college, class, and major field of study. Students may have such directory information withheld from release to third-party requests by notifying the university registrar pursuant to procedures established by the office of the registrar in writing. The university will honor a student's requests for non-disclosure of directory information until~~

such times as the student rescinds the request by following the procedures established by the office of the registrar.~~The student's request to withhold directory information remains in force until revoked by the student in writing to the registrar. A request for nondisclosure will be honored by the institution.~~

- (D) ~~The law provides s~~Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to have explanatory statements included in their files if they find the decisions of the hearing to be unacceptable. The university registrar at the university of Cincinnati ~~has been designated by the institution~~ university to coordinate the inspection and review procedures for student education records, ~~which include admissions, personal, academic, financial, cooperative education, and placement records or files.~~ Students wishing to review their education records must make a written request, ~~in or to the offices maintaining the records to be reviewed, listing the files and/or items~~ records of interest. The university will make covered education R~~records covered by the act will be made~~ available within forty-five days of the request. The university may provide S~~students may be provided with~~ copies of their records, in accordance with certain exceptions (e.g., an official transcript for which a financial "hold" exists, or a copy of an original or source document which exists elsewhere) ~~the appropriate provisions of FERPA.~~ The university will make Theseany such ~~copies will be made~~ at the students' expense at prevailing rates, which are available on request.