



## **INFORMATION REGARDING STUDENT REQUESTS TO INSPECT EDUCATIONAL RECORDS**

### **Definition of Educational Records**

As defined by the Family Educational Rights and Privacy Act (“FERPA”), “education records” are those records (with limited exceptions) which are directly related to a student and that are maintained by the institution. The term “education record” does not include:

1. Private notes or records held by educational personnel and not accessible to or revealed to any other person but are kept in the sole possession of that teacher or administrator.
2. Student medical, psychological or psychiatric records created and maintained by Biola solely for treatment purposes. The student, however, does have the right to have those records reviewed by a physician, psychologist or psychiatrist of their own choice.
3. Records of students which relate exclusively to the students in their capacity as an employee and which are made and maintained by Biola in the normal course of business.
4. Parent’s financial information submitted to Biola, including statements in connection with applications for scholarships or financial aid.
5. Student records created and maintained by Campus Safety for Campus Safety purposes.
6. Data or document(s) submitted to Biola prior to October 5, 1974 with the understanding that such information would be confidential.
7. Documents, records or data to which the student has specifically waived in writing their right of access. Such waiver of access is not and shall not be treated by Biola as a condition for admission.

### **Identification and Location of Educational Records**

1. Admissions applications, references submitted in the admissions process (except where the right to inspect has been waived by the student), transcripts from other institutions and other academic records. Location: Office of the Registrar, Metzger Hall. Records Custodian: University Registrar.
2. Medical records submitted in the application process. Location: Student Health Center. Records Custodian: University Physician/Director of Health Services.
3. Student financial records (except for financial information provided by parents). Location: Office of Financial Aid and Student Account Services, Metzger Hall. Records Custodian: Director, Student Financial Aid and Director of Student Account Services.
4. Academic Department Offices. Some majors have major-specific student academic records which may be inspected by the student. These may include certain credential, practicum, internship or clinical records. Inquire at the departmental office for specific information. Records Custodian: Department Chair.
5. Student Development Records. Location: Student Development, Student Services Building. Record Custodian: Assistant Dean of Student Care and Conduct.



**STUDENT REQUEST TO INSPECT EDUCATIONAL RECORDS**

To request an inspection of your educational records please complete the following form and submit it to the appropriate Custodian of Record (see above).

**REQUEST FOR INSPECTION**

I wish to inspect the following personal educational records maintained in your office (see above):

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Please print name: \_\_\_\_\_ Student # \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**RESULT OF INSPECTION:**

I have inspected the records identified above and am satisfied with the accuracy and completeness of those records.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OR**

I have inspected the records identified above and am not satisfied with the accuracy and completeness of those records. I will submit an Appeals Form (available from the Office of the Registrar) requesting the amendment/correction of my records.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This form is obtained from and returned to the Office of the Registrar.**  
Office of the Registrar • 13800 Biola Ave • La Mirada, CA 90639 • (562) 903-4720 • Fax (562) 903-4896