



## **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 the Campus Safety Office of the University for Campus Safety Office 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: Registrar’s Office, 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: Student Financial Aid Office and Student Accounting Office. Records Custodian: Director, Student Financial Aid and Bursar (Student Accounting Office).
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 Office; Record Custodian: Dean of Students or his/her designee.

