

Title: Student Academic Records

Category: Academic Affairs

Responsible Cabinet Member: Provost

Purpose

The University maintains student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable institutional policies governing records management, privacy and data security to ensure the protection, accuracy and appropriate disclosure of student educational records. A statement of student rights under FERPA is published annually by the Office of the University Registrar in the Undergraduate and Graduate Catalogs and on the Registrar's website.

Scope

The Office of the University Registrar serves as the official custodian of the University's academic record and is responsible for establishing institutional guidance regarding FERPA compliance and the management of student academic records. This policy applies to all student academic records maintained by the University.

Roles and Responsibilities

Office of the University Registrar is responsible for:

- Serving as the official custodian of the University's academic record.
- Providing institutional guidance and interpretation of FERPA requirements.
- Maintaining the official academic transcript and core academic record.
- Developing FERPA training content and compliance guidance for University employees.
- Publishing institutional guidance regarding student record access, disclosure and management.
- Maintaining the official definition and listing of directory information.

University Units Maintaining Student Records: Colleges, departments and administrative units that maintain student educational records outside of the Registrar's official record system are responsible for:

- Maintaining those records in accordance with FERPA and applicable University policies.
- Limiting access to records to authorized school officials with a legitimate educational interest.
- Ensuring records are stored securely and protected from unauthorized access or disclosure.
- Following University records retention schedules and ensuring proper disposal or destruction of records when retention periods expire.
- Coordinating with the Office of the University Registrar when questions regarding FERPA compliance arise.

Examples of records maintained outside the Registrar may include, but are not limited to:

- Graded coursework and exams.
- Letters of recommendation.
- Advising records.
- Program-specific academic records.
- Internship or practicum documentation.
- Limited consent or release notices maintained at the unit level.

Training and Compliance

All University employees designated as school officials who require access to student educational records must complete FERPA training prior to receiving access to such records.

The Office of the University Registrar is responsible for:

- developing and maintaining FERPA training materials;
- establishing training requirements and refresh cycles; and
- coordinating with appropriate administrative units to ensure institutional compliance.

Colleges and administrative units are responsible for ensuring that employees with access to student records complete required training.

Directory Information

The University may designate certain student information as directory information in accordance with FERPA. The list of information designated as directory information shall be maintained by the Office of the University Registrar and published annually in the University catalogs and on the Registrar's website.

Changes to the categories of information designated as directory information must be approved by the Provost (or designee) in consultation with:

- Office of the University Registrar; and
- Office of Legal Counsel.

Any changes to directory information designations must be communicated to students and included in the annual FERPA notification.

Record Management and Retention

As a state agency, the University must comply with records retention per Kentucky Revised Statutes (KRS). All University units maintaining student educational records must therefore comply with the University's records retention schedule and applicable records management policies.

Units are responsible for ensuring that:

- Records are retained for the required period;
- Records are disposed of or destroyed securely once retention requirements have been met; and
- Records containing personally identifiable student information are protected throughout their lifecycle.

Additional Guidance

Additional information regarding FERPA compliance, student rights and the management of student educational records is maintained by the Office of the University Registrar and published on the Registrar's website.