

Access to Student Records

Student Records

All student records which are not specifically exempted by Section 438 of the General Education Provision Act are available upon request to all present and former students. A list of student records and their location is maintained in the Registrar's office. All requests for examination of student records should be made in writing and directed to the Registrar, Freed-Hardeman University, Henderson, Tennessee 38340. Requests are normally granted within two weeks of receipt of the request. All examinations of student records will take place in the office of the Registrar with a representative of the university present.

After examining his or her record, the student or former student may request that certain records be removed based on grounds that the records in question are inaccurate, misleading, or otherwise in violation of the student's rights. Should the request by the student be refused, the student shall have the right to a formal hearing before a committee appointed by the President within 60 days of such request being submitted in writing. Any student has the right to request a copy of any material contained in his or her record. The cost of each page to be reproduced shall be \$1.00.

Unless the student files a written objection with the records office, the university may release the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and similar information. The university regards as similar information which may be used in publication and news releases or released upon request the following: high school attended, photograph, maiden name, sex, marital status, number of children, race, citizenship, candidacy for graduation, classification, parents' names and addresses, degree objective, student's class schedule, activities, church affiliation, and student organization memberships.

Grades, reports of excessive absences from class, and other information relating to the current status of a student may be sent directly to the parent(s) or guardian (s) who claim(s) a son or daughter as a dependent on the federal income tax return. This procedure is followed until such time as a parent or guardian informs the records office that the student is no longer a dependent. Any such change in status should be reported immediately to the Registrar.

Unless a student or graduate files a written objection or request with the Career Resource Center, that office may release to employers, graduate and professional schools, and government agencies the names and addresses of graduates by major, by race, and/or by academic standing (rank, grade, average, etc.). Resumes and other credentials will be released by the Career Resource center by special authorization by the student or with the student's general permission upon request by prospective employer.