

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**4100 - STUDENT RECORD POLICY**

I. Policy Intent

- A. The University Student Record Policy is intended to conform with all state and federal statutes dealing with access of information held by an educational institution on present and former students.
- B. The University Student Record Policy is formulated to protect the privacy of the student information which is maintained, and yet provide access to student records for those having a legitimate reason to view such records. The regulations and procedures to ensure adequate protection of the student are provided in this policy.
- C. "Records" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on them. Generally, access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration or mutilation. Information to which the student does not have access is limited to:
1. Financial records of parents or guardians;
  2. Confidential letters of recommendation received by the university prior to January 1, 1975;
  3. Specific confidential letters of recommendation received by the university on or after January 1, 1975, for which students have waived their right of access;
  4. Medical-psychological records used in connection with treatment of the student. Such records, however, can be reviewed by the physician or psychologist of the student's choice; and
  5. Office of Public Safety and Human Resources Office records, when utilized for internal purposes by those offices in their official capacities.
- D. Only the following offices are authorized to release non-directory information upon written authorization of the student, subpoena or court order: Office of the University Registrar, Career Management Center, Controller's Office, Financial Aid, and Dean of Students and Chief Student Affairs Officer. The non-directory information that these offices are permitted to release includes, but is not limited to, the following:
- University Registrar: Admission Records, Cumulative Academic Records, Veteran's Records, Transfer Records

- Career Management Center: Information necessary to gain or maintain employment (part time, work/study, coop/internship, full time)
- Financial Aid: Financial Aid Records (scholarships, grants, etc.)
- Dean of Students and Chief Student Affairs Officer: Disciplinary and Student Organization Records
- University College: Advising
- Controller: Business Records (tuition, fees, etc.)

The appropriate official will collect and maintain records not included in the types above, making them available for inspection and review.

## II. Access to Student Records by the Student

- A. A student has the right to inspect his/her record (as defined in section I.C. above) and is entitled to an explanation of any information therein.
- A. Documents submitted to the university by or for the student will not be returned to the student. Academic records received from other institutions will not be sent to third parties external to the university or released to the student. The student must request those records from the originating institution.
- C. Official records and transcripts of the university (signature and/or seal affixed) will be mailed directly to other institutions or agencies at the student's request. Official records given directly to the student will be clearly marked **"Issued to Student."**
- D. Should a student believe his/her record is incorrect, a written request must be submitted to the appropriate university official indicating the incorrect information and the information that should be entered. The official will respond within 14 business days of the student's request.

## III. Access to Student Records by Others

- A. Disclosures Subject to Student Injunction:
  1. Old Dominion University hereby designates the following information as public directory information. Such information may be disclosed by the institution at its discretion:
    - a. Name;
    - b. Address;
    - c. Telephone Number;
    - d. E-Mail Address;
    - e. Date of birth;
    - f. Gender;

- g. Major field of study;
- h. Participation in officially recognized activities;
- i. Weight and height of athletic team members;
- j. Dates of attendance;
- k. Degrees, honors, and awards received; and
- l. The most previous educational institution attended.

Except as described in Section F. below, directory information will not be released for commercial purposes by administrative offices of the University.

- 2. Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be submitted to the Office of the University Registrar to effect disclosure for the same term.
- 3. Final grades should not be posted in a public place. Students should be referred to [www.leonline.odu.edu](http://www.leonline.odu.edu) or (757) 683-6150 for displayed or spoken grades.
- 4. Confidential information is never released via telephone, regardless of the caller.
- 5. All other student information will be released only upon written request of the student, except those instances cited below.

**B. Disclosure to Members of the University Community**

- 1. Access to student records for administrative reasons for faculty and administrative staff is permissible provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material.
- 2. Access for the purpose of research by faculty, administrative staff, and graduate students is permissible when authorized by the department head and the administrator of the office concerned. An authorization form that also specifies conditions of confidentiality is provided for this purpose.
- 3. Information requested by student organizations of any kind will be provided only when authorized by the Dean of Students and Chief Student Affairs Officer.

**C. Disclosure to Parents and Organizations Providing Financial Support to the Student**

- 1. Records may be released without prior student approval to a parent or guardian on whom the student is financially dependent. Parents or guardians must furnish federal tax records for the prior year which demonstrate tax dependency to the Office of the University Registrar.
- 2. Records may be released to organizations providing financial support to a student upon official request and written waiver from the student.

D. Disclosure to Other Educational Agencies and Organizations

Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.

E. Local, State, and Federal Governmental Agencies

Government agencies are permitted access to student records only when auditing, enforcing and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement and/or evaluation purposes.

F. University-Affiliated Foundations and Organizations

Under very specific and clearly defined circumstances, university-affiliated foundations or organizations may have access to student directory information and may release this information to third-party vendors for purposes of communicating with current and former students as well as parents about benefits offered by the vendor. These circumstances may include, but are not limited to, affinity partnerships between the Alumni Association and the National Education Loan Network (NelNet), Geico Auto Insurance Company, American Insurance Administrators, etc.

This information may be made available to third-party vendors only when a formal request is made to and approved by the University Registrar, and only if the use and dissemination of such information is consistent with university policies and procedures and State and Federal laws and regulations, including the Federal Educational Rights and Privacy Act (FERPA).

**Responsibility:** University Registrar

**Authorization:** John R. Broderick, Acting President

**Date:** December 1, 1988; Revised August 12, 1999; Revised August 1, 2003;  
Revised November 1, 2004; Revised September 2, 2008