

## **Student Records**

*Effective as of: 03.15.2013*

*American University of Armenia  
Policy for Publication  
Policy Number: Number Not Yet Assigned*

---

Students have the following Rights regarding records maintained by the Registrar's Office

(1) *The right to inspect and review their own records within 15 working days of the day the University receives a written request for access.* Documents excluded from the right of student access include, but are not limited to: records of members of the faculty and administration that are kept in their sole possession; records created and maintained by the Security Department for law enforcement purposes, and which are not maintained by other units of the University; employment records relating exclusively to an individual's capacity as an employee of the University; records of a physician, psychiatrist, psychologist, or paraprofessional, that are made, maintained, or used only in connection with the treatment of a student; records that only contain information about an individual after he or she has graduated, withdrawn, or been permanently separated from the University; financial records (and information contained therein) of a student's parents; confidential letters of recommendation to which the student has waived his or her right of access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) *The right to request an amendment of information in the student's record that the student believes is inaccurate or misleading.* Students may make written requests asking the University to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records, as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.

(3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except as stated below.* One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, and health-care position, and a party with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another educational institution in which a student seeks or intends to enroll. The University is obligated to disclose information to law enforcement officers who receive proper legal authorization to obtain such information. AUA may disclose information such as name, degree, year of graduation, and contact information in a directory.