JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: III:01        DATE: January 1, 1988
SUBJECT: Student Records
APPROVED: John M. Beehler, President

PURPOSE
To establish structure for obtaining student records.

POLICY
Jacksonville State University maintains the following “Education Records” as defined by the Family Educational Rights and Privacy Act

1. **Permanent Academic Record.** The custodian of this record is the Registrar.
2. **Disciplinary Record.** The custodians of this record are the Director, Community Standards and Student Ethics and the Vice President of Student Affairs.
3. **Financial Aid Records** The custodian of these records is the Director of Student Financial Services.
4. **Student Financial (Acct.) Records** The custodian of these records is the Assistant Controller – Student Accounts.
5. **Police Records** The custodian of these records is the Director of Public Safety.
6. **Medical Records** The custodian of these records is RMC.
7. **Mental Health records** The custodian of these records is the Director of Counseling and Disability Support Services
8. **Student Disability Verification Records** The custodian of these records is the Director of Counseling and Disability Support Services.

PROCEDURES FOR INSPECTION AND REVIEW
Students who have not waived their rights to their records and who wish to inspect and review their education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official must respond within 45 days of the request.
by sending the student a copy of the requested record or scheduling an appointment for the student to review the requested record. Copies of education records or record entries, with certain exceptions, may be obtained by the student at the cost of $.15 per page. Copies of a student's transcript will be provided at the cost of $5.00 per transcript. The University reserves the right to deny a copy of an education record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere.

**PROCEDURES FOR CHALLENGING THE CONTENTS OF AN EDUCATION RECORD**

Students may challenge the contents of an education record which they consider to be inaccurate, misleading, or otherwise in violation of their privacy rights. Students may initiate a challenge by submitting a written request to the custodian of the particular record in question who shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this process, students will be informed of their right to a formal hearing, the guidelines to obtain a hearing, and its composition.

**RESPONSIBILITY**

The Vice President for Enrollment Management is responsible for this policy.

**EVALUATION**

This policy will be reviewed biennially.