

INFORMATION REGARDING STUDENT REQUESTS TO INSPECT EDUCATIONAL RECORDS

“**Educational Records**” are those records which are directly related to the student and are maintained by Biola University. The term “educational records” does not include:

1. Private notes or records held by educational personnel and not accessible to or revealed to any other person but are kept in the sole possession of that teacher or administrator.
2. Student medical, psychological or psychiatric records created and maintained by Biola solely for treatment purposes. The student, however, does have the right to have those records reviewed by a physician, psychologist or psychiatrist of their own choice.
3. Records of students which relate exclusively to the students in their capacity as an employee and which are made and maintained by Biola in the normal course of business.
4. Parent’s financial information submitted to Biola, including statements in connection with applications for scholarships or financial aid.
5. Student records created and maintained by the Campus Safety Office of the University for Campus Safety Office purposes.
6. Data or document(s) submitted to Biola prior to October 5, 1974 with the understanding that such information would be confidential.
7. Documents, records or data to which the student has specifically waived in writing their right of access. Such waiver of access is not and shall not be treated by Biola as a condition for admission.

IDENTIFICATION AND LOCATION OF RECORDS

1. Admissions applications, references submitted in the admissions process (except where the right to inspect has been waived by the student), transcripts from other institutions and other academic records. Location: Registrar’s Office, Metzger Hall. Records Custodian: University Registrar.
2. Medical records submitted in the application process. Location: Student Health Center. Records Custodian: University Physician/Director of Health Services.
3. Student financial records (except for financial information provided by parents). Location: Student Financial Aid Office and Student Accounting Office. Records Custodian: Director, Student Financial Aid and Bursar (Student Accounting Office).
4. Academic Department Offices. Some majors have major-specific student academic records which may be seen by the student. These may include certain credential, practicum, internship or clinical records. Inquire at the departmental office for specific information. Records Custodian: Department Chair.
5. Student Affairs’ Records. Location: Student Affairs’ Office; Record Custodian: Dean of Student Affairs or Student Affairs’ staff.

STUDENT REQUEST TO INSPECT EDUCATIONAL RECORDS

TO: (Check appropriate box):

_____ Registrar's Office

_____ Financial Aid Office

_____ Student Affairs Office

_____ Academic Major Dept. (Major: _____)

(School _____)

I wish to inspect the following personal educational records maintained in your office (See reverse side for information):

	<i>f</i> _____
	<i>f</i> _____
	<i>f</i> _____
	<i>f</i> _____

Please print name: _____ Student # _____

Signature: _____ Date of Request: _____

RESULT OF INSPECTION:

A. I have inspected the records identified above and am satisfied with the accuracy and completeness of those records.

Student Signature	X	date
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or

B. I have inspected the records identified above and am not satisfied with the accuracy and completeness of those records. I will submit on a separate form (available from the Registrar's Office) a formal challenge of those records.

Student Signature	X	date
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Note: The full text of Biola University's policies and procedures in respect to the Family Rights and Privacy Act of 1974, as amended, is available for review in the Registrar's Office and in the Student Affairs Office. Copies are available upon request.

This form is obtained from and returned to the Registrar's Office.