

Name of Policy



(5) Academic personnel

Academic personnel are those persons holding regular or adjunct appointments to the faculty of the University of Toledo.

(6) School Official

School officials include administrative and academic personnel as defined in B4 and B5 as well as contractors, consultants, affiliates, and other external service providers used by, or acting on behalf of, The University of Toledo to perform institutional services and functions related to student educational records.

(7) Need to know

Need to know means the necessity of knowing, due to a normal and customary need or function or pursuant to a University rule, regulation or authority, for an individual to have access to, or to disclose, information that is necessary for the individual to perform his or her duties in the University of Toledo.

- c. local phone number
  - d. University email address
  - e. Course enrollment and attendance
  - f. full-time or parttime enrollment status
  - g. Seating assignment(s)
- (D) Disclosure of student education records
- (1) External disclosures of educational records

No one external to the university shall have access to nor will the university disclose any information from students' education records without the written consent of students except as noted below.

- (a) In connection with a student's application for, or receipt of, financial aid;
  - (b) To parents or legal guardians of dependent students;
  - (c) To government officials, as required by statute, regulation, or rule;
  - (d) To accrediting organizations;
  - (e) Pursuant to a court subpoena after a reasonable attempt to notify the student of the disclosure;
  - (f) In response to a request for allowable disciplinary records;
  - (g) To organizations or individuals conducting studies for, or on behalf of, local and state educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
  - (h) In any emergency to protect the health and safety of the student or other individuals.
- (2) Internal use of educational records

Within the University of Toledo community, only school officials, individually or collectively, discfet>BtdU(ude)4u2 (ni)-2 (ve)4 (r)3 (s)-1 (i)-2 (t)-12 (y)20m

Health Authority” is an agency or authority of the United States government, a State, a territory, or a political subdivision of a State or territory, that is responsible for public health matters as part of its official mandate, as well as a person or entity acting under a grant of authority from, or under a contract with, a public health agency. A “Disease of major public health concern” is one designated by the Ohio Department of Health because of the severity of disease or potential for epidemic spread.

(3) Directory information

At its discretion the university may provide "directory information" and "health related directory information" upon inquiry in accordance with this policy and the Act. Students may prohibit the release of "directory information" and "health directory information" by notifying the office of the registrar in writing or by updating their "Directory Information/Release Status" online in the "myUT" portal.

(E) Inspection and challenge of educational records

Students have the right to inspect and review most information contained in their educational records, to challenge the contents of their educational records, to have a hearing of the outcome if the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The university registrar at the University of Toledo is responsible for coordinating the inspection and review procedures for student educational records. Inquiries as to the extent and location of student educational records subject to inspection should be directed to the office of the registrar. Students wishing to review their educational records must make written requests to the university registrar or a designee listing the item or items of interest. Student educational records covered by the Act will be made available as soon as possible, but within forty-five days of the request.

(1) Inspection

The right of inspection includes access to a university official capable of providing any necessary explanation or interpretation of the data contained in a student's educational record. The university may require that the inspection proceed in the presence of a university official. Students may have copies made of their educational records except that certified copies of transcripts shall be available only if their outstanding obligations to the university are paid or excused.

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Recommendations of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reason for the decisions, and will be delivered to all parties concerned. The student's educational records will be corrected or amended in accordance with the recommendations of the hearing panel if the recommendations are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the disputed education records a brief statement commenting on the information in the records, or a statement setting forth any reasons for disagreeing with the decisions of the hearing panel. The statement must be reasonably concise, normally not more than one hundred words, and will be maintained with the student's educational records, and released whenever the records in question are disclosed.

At any time after a request for a formal hearing is made, a student may request in writing that the university registrar furnish a copy of the student's statement of dispute or the resolution thereof to any person specifically designated by the student.

Students who believe that adjudication of their challenges is unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the senior academic administrator; however, if the incumbent of that office has served on the hearing panel in the matter, the request may be directed to the Office of the President of the University. Further, students who believe that their rights have been abridged, may file a complaint with the U.S. Department of Education's Family Policy Compla

The university registrar may adopt such rules and procedures as are necessary to place this policy into effect.

<p>Approved by:</p>  <p><u>/c/</u> Gregory C.Postel, M.D. Interim President</p> <p><u>August 4, 2020</u> Date</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"><li>•</li></ul> <p>Initial effective date: May 1, 2011</p> <p>Review/Revision Date: June 16, 2017, August 4, 2020</p> <p>Next review date: August 4, 2023</p>
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