

# Student Records

Course of Study 2012-2013

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## Access to Records by Students

Students may inspect all records pertaining to them that are maintained by Kenyon, with these exceptions: records of College officers in their sole possession and not revealed to any other person; records of the Campus and Safety Office, Health and Counseling Center, and chaplain; confidential letters placed in files before January 1, 1975; financial records of parents; and letters of recommendation to which students have waived the right of access.

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## Access to Student Records by Others

Directory information takes two forms. Public directory information (name, class year, advisor, majors, minors, concentrations, degree, date of graduation, similar information, degree awarded, email address, dates of attendance, honors and awards, high school attended) and on-campus directory information (advisor, home address and phone number, campus address and phone number) are public unless the student expressly prohibits their publication in writing to the registrar's office. All other personally identifiable information is held in confidence by all Kenyon personnel and is not released to others except on the written authorization of the student. (This authorization must include specification of the parties or class of parties to which access is granted.)

However, the College may grant access to student records without the consent of the student to the following parties and under the following circumstances:

- Kenyon officers, as may be necessary in the normal course of the educational and administrative functioning of the College. All members of the faculty and administration and the personnel of their offices shall have such access, except for the officers and personnel of the following offices: the bookstore, the Career Development Center, the maintenance staff, the campus dining service, and campus safety. Student members of faculty committees may have such access under controlled conditions for limited purposes.
- Parties in connection with the granting of financial aid to the student.
- Parents in the event of a disciplinary action involving underage drinking.
- Persons conducting educational or research studies about colleges and students, with the provision that only aggregate (not personally identifiable) data will be released.

- When there exists a bona fide health or safety emergency.
- Certain state and federal officials as mandated by law. (Law-enforcement officers are not included. They are granted access to student records only on the written consent of the student or in case of a court order or subpoena. In the event of a lawful subpoena, with which the College must comply, Kenyon attempts to notify the student that a subpoena has been served and also contacts the College counsel.)

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### Record of Requests for Access to Student Records

Kenyon maintains, as a part of the educational record of the student, a record of all requests for access (whether or not the requests were granted). This record includes the name of the party requesting the information, the date, and the legitimate interest this party had in requesting the information. Such records are not maintained when the student personally inspects his or her records, when disclosures are made at the request of the student, and when disclosures are made to Kenyon officers.

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### Records Maintained by the College

**Admissions office.** Students' applications, secondary-school reports and letters of recommendation, SAT and ACT scores, and so on, are maintained by the admissions office until an admission decision is reached. Letters of recommendation are destroyed, and applications and secondary-school transcripts of those accepted who decide to enroll are sent to the Student Affairs Center and the registrar to form the students' personal folders.

**Financial aid office.** The Office of Financial Aid maintains correspondence dealing with loans, scholarships, etc. All except parents' confidential statements are available for inspection by the student.

**Deans' student folders.** Admissions information forwarded by the admissions office forms the basis of these records. Besides correspondence with and about students, nonacademic disciplinary records are maintained. For counseling purposes, the registrar routinely sends to the dean of students' office copies of all students' academic records.

Upon graduation, the deans' student folders are reviewed. Only summary records of activities, awards, honors, and so on, are kept.

### **Student billing office:**

**Registrar's office.** The registrar maintains the academic records of all students. Two types of records are kept: permanent and nonpermanent.

**Permanent record.** The permanent academic record includes the student's name, ID number, name of secondary school, date of Kenyon entry, dates of withdrawal and re-entry, major, minors, concentrations, Senior Exercise completion, College degree and date granted, any advanced placement and/or transfer credit, and Kenyon courses, grades, credits, and quality points, as well as semester and cumulative averages.

**Recording of suspensions and dismissals on student records.** The following policies govern the recording of suspensions and dismissals on the student's permanent record:

- Suspensions for disciplinary, social, or academic infractions are recorded on the student's permanent record as "Suspended: date." If the student is the subject of a judicial proceeding, but voluntarily withdraws from Kenyon before completion of the judicial process, "Date: Withdrew during judicial process" will appear on the student's transcript.
- If a student is dismissed for disciplinary, social, or academic infractions, the student's transcript will indicate "Dismissed: date." If a student is suspended or dismissed for disciplinary, social, or academic infractions during a semester, the sanction will be enacted immediately following the expiration of the appeal deadline and no grades will be issued for that semester. "In Progress" courses will read "NG" (no grade) on the student's transcript and there will be no opportunity to negotiate incomplete grades nor to complete these courses. An exception to this procedure may be invoked in the event an infraction occurs within the last 5 days of classes and an interim suspension has been invoked OR if the sanction has been issued within the last 10 days of the semester excluding exam days. In such cases, a student may make a written request to the Dean of Students and the office of the Provost to complete course assignments on a provisional basis pending the outcome of the hearing and/or appeal. Students whose requests are granted must adhere to the expectations of the (interim) suspension and may only submit coursework from off-campus, but that work should be graded and a final grade submitted to the registrar by the faculty member. Only in cases where the final outcome of the case/appeal does not result in suspension or dismissal will those provisional grades (not NG) be recorded on the student's transcript.
- If a student is required to withdraw from Kenyon because of substandard academic performance, the student's transcript will indicate "Required to withdraw: date."

**Nonpermanent records.** While the student is enrolled, a folder containing correspondence with and about the student is maintained. Such records may be destroyed after the student has graduated or withdrawn.

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### Questions about Record Accuracy: Challenges to Content

Students have the right to question the accuracy of their records and to interpretations of the contents of their records. The following College officers should be consulted:

Admissions: Dean of Admissions

Accounting: Controller

Student Affairs Center: Dean of Students

Financial Aid: Director of Financial Aid  
Registrar's Office: Registrar

Each of these officers will answer questions and interpret information in the files.

Students who question the accuracy of information in a file should bring it to the attention of the appropriate officer. If the matter is not resolved, the student may request a formal hearing. Such requests should be made to the president of Kenyon. The president or provost, or their designee, will serve as hearing officer. The hearing officer's decision is final within the College.

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### **Reproduction of Records**

**Transcripts.** All requests for transcripts should be addressed to the registrar's office and must be authorized by the student or former student by their signature. There is a per copy cost for transcripts supplied by the College. Transcripts are not provided for those who have overdue financial obligations to the College.

Note: The unauthorized altering of an academic record is a crime punishable by law. Students or graduates who fail to respect and maintain the integrity of their academic record, or copies thereof, will be prosecuted. The College reserves the right to limit or discontinue transcript service for such individuals.

**Other records.** When copies of other records are provided, a charge will be assessed at the rate of one dollar per page. Federal law prohibits the College from providing copies of transcripts from secondary schools and other colleges or universities.

Note: The above policies and procedures are, to the best of our knowledge, consistent with the requirements mandated by Section 438 of the General Education Provisions Act, as amended (the Family Educational Rights and Privacy Act of 1974, or the "Buckley Amendment"), and the regulations pursuant thereto as issued by the Department of Health, Education, and Welfare, June 17, 1976.

Students who believe that Kenyon has violated their rights under this law have the right to request an investigation by officers of the Department of Education. Inquiries should be addressed to the Family Policy Compliance Office, Department of Education.

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