Official Records

The UMF Merrill Center maintains the official academic record of each student in perpetuity. The office also maintains each student's accurate mailing address and contacts students regarding official academic actions taken by the University. Students should use the <u>MaineStreet</u> portal to report any changes of home or mailing address. The University accepts no liability for failure to communicate official academic information or for inability to contact students in an emergency if up-to-date address information has not been reported to the University or recorded by the student in <u>MaineStreet</u>.

Policies and Practices in Handling Student Records

The Family Educational Rights and Privacy Act of 1974 protects the privacy of students. Under this Act, students have the right to inspect and review their education records and have the right to challenge records when they are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Application of the Act

This Act applies to students presently enrolled at the University of Maine at Farmington, former students, and alumni, but not to applicants seeking admission to the institution.

Educational Records and Information Maintained at UMF

The University does not maintain a single record or file consisting of all materials and information pertaining to

In addition, academic departments maintain education records which may include limited admissions and transfer credentials, data on academic progress in the area of concentration, faculty recommendations, advisors' comments relating to registration and changes of program, limited placement data, professional examination results, qualifying examination materials, and foreign language proficiency information. Individual department chairs are the custodians of these records.

The term "educational records" does not include:

- 1. Records of faculty and administration that are in the sole possession of the maker, are used only as a personal memory aide and are not accessible or revealed to any other individual except a temporary substitute.
- 2. Law enforcement records maintained by Campus Security which are kept separate from educational records and which are created by a law enforcement unit for a law enforcement purpose;
- 3. Medical, psychiatric, or psychological records created and used only for the care or treatment of a student. These records may be made available to other appropriate treatment professionals at the written request of the student.
- 4. Employment records, except for records of students employed because of their status as students.
- 5. Records that contain information about a student which is obtained after she/he is no longer a student.

Directory Information

The University of Maine at Farmington has designated certain information contained in the education records of its students as directory information for purposes of FERPA. Such directory information may be publicly shared by the University unless the student has taken formal action to restrict its release. Directory information includes: name, address, email address, telephone number, date and place of birth, program of study, dates of attendance, enrollment status (full or part-time), degrees and awards received, most recent previous educational institution attended, participation in sports and activities, and appropriate personal athletic statistical data. Students can make a request that their directory information not be released at any time while they are an enrolled student at the University. Students must submit a Request to Suppress Directory Information Form to the Merrill Center. Students can also sign in to the MaineStreet portal and select Student Center, then select Privacy Settings from the pull-down menu. Select "Do not release any directory information," then click Save in order to restrict release of Directory Information. The request will be honored until such time as the student requests otherwise in writing or changes the privacy setting in MaineStreet. In the event that such notification is not made, the University assumes that the student does not object to the release of the directory information. Once a student is no longer enrolled at t

II. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or in violation of the student's rights of privacy.

After reviewing a record, a student has the right to challenge the content of the record as being inaccurate, misleading, or in violation of the student's rights of privacy. For purposes of this policy, a student may not challenge the judgment of a grade which has been assigned to his or her performance in a course but may challenge the accuracy of the recording of a grade.

After reviewing a record and deciding that some aspect of the record is incorrect, misleading, or otherwise in violation of the privacy rights of the individual, the student may challenge the contents of the record and attempt to resolve the problem through informal discussions with the custodian of the 4(t)-5(e)-3(mp)9(ts)6(al)-4(.)4(.)5(o)-he the

Each office that maintains educational records shall maintain a record for each student with that student's education record. The record shall list all individuals, agencies or organizations which have requested or obtained access to and each disclosure of the student's education record (except institution officials, court or law enforcement officials, disclosures to the student, disclosures of directory information and disclosures that have been made with the consent of the student, described above).

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maine at Farmington to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC, 20202-4605

Expunging Records

The official academic record of a student is maintained in perpetuity by the institution. The Merrill Center is the custodian of this record. No oth54 538s