

STUDENT RECORDS

The University of South Alabama maintains records and data relative to the individual student to facilitate the educational process of the student and to assist in the administration of student needs by the University. The University of South Alabama complies with the rights of privacy and access to the educational records of the student as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974.

The University of South Alabama has formulated the following policy in accordance with the Act:

- No information from records, files, or data directly related to a student other than that defined as "directory information" shall be disclosed or released to any individual or agency outside the University without the prior written consent of the student, except according to lawful subpoena or court orders, or except in the case of need by other educational agencies or governmental agencies. Information will be available to University personnel and faculty only for legitimate educational purposes. The student shall have the right of access to and to review the accuracy of all such information with those exceptions that are defined within this policy statement.
- The University is not required to disclose information from the student's education records to any parent of a dependent student. Discretion in releasing the student's records to the parent will be exercised.
- Information about deceased students may be released to legal next of kin and or the executor of the student's estate. The request for deceased student information must be in writing accompanied by an official death certificate and any additional documentation deemed necessary by the University.
- A deceased student's educational records may also be accessed by subpoena and or court order issued by a court of competent jurisdiction. No notification of such subpoena or court order will be issued by the University.
- Directory information may be released by the University without the written consent of the student. Directory information, as defined by FERPA, includes the student's name, address, photograph, major, dates of enrollment, degrees conferred and dates of conferral, any graduation distinction, institutions attended prior to admission, participation in officially recognized activities and sports, and weight and height of members of University athletic teams.
- To request nondisclosure of directory information, students must complete a "Request to Prevent Disclosure of Directory Information" form in the Registrar's Office. This request will remain in effect unless changed by the student.

Additional information on FERPA may be found in the University Lowdown (student handbook) under "Student Record Policy". A complete explanation of FERPA is available in the Registrar's Office. Any complaints regarding University compliance with this law may be filed with the Family Educational Rights and Privacy Act, Department of Education, Washington, DC 20201.

The Registrar's Office follows the recommendations of the State of Alabama Records Disposition Authority and the American Association of Collegiate Registrars and Admissions Officers in the retention and disposal of student records.

Transcripts

Students may request transcripts on-line through the National Student Clearinghouse or via PAWs (the student on-line self-service system). Students may also request their transcript at the Registrar's Office in Meisler Hall. The costs involved when requesting transcripts can be obtained by contacting the Registrar's Office or visiting <https://www.southalabama.edu/departments/registrar/records/transcripts.html>. All outstanding obligations to the University must be cleared prior to the release of transcripts. The University does not release copies of transcripts from other institutions.

Enrollment Certification / Degree Verification

Students may request official enrollment/degree verification through their PAWS account, from the National Student Clearinghouse or in person with a written request of the student.

For enrollment/degree verification related to employment or financial aid, the University of South Alabama is a participant in the National Student Clearinghouse. The Clearinghouse is a repository for enrollment/degree status information and was established to simplify, standardize and automate the status verification and deferment process. The Clearinghouse, the University's agent, will provide student enrollment/degree information directly to the guaranty agencies, lenders, and other services.