

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, provides, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without the consent of the student. “Students” as used in this notice includes former students but does not include applicants who have not attended Pepperdine University.

With several exceptions provided by law, students at Pepperdine University may see any of their educational records upon request. Access must be granted no later than 45 working days after written request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the cases of admissions, applications for employment, and nominations for awards. Pepperdine University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be aware that users of recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

With several exceptions provided by law, Pepperdine University cannot release information concerning students to prospective employers, governmental agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made. The student’s written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement or other evidence of federal income tax dependency.

This policy does not prohibit Pepperdine University from disclosing to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or any rule or policy of the University governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s educational records, if the student is under the age of 21. Furthermore, Pepperdine University may disclose the final results of a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of any crime of violence, or a non-forcible sex offense, if the institution determines as a result of that disciplinary proceeding that the student committed a violation of the University’s rules or policies with respect to such crime or offense.

The University has designated the following categories of information as “directory information” which may be released to the public without the consent of the student: name, address, telephone number, major field of study, enrollment status, classification, photograph, thesis title/topic, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent educational institution attended by the student. Pepperdine University reserves the right to refuse such information to anyone not granted access thereto by law. The University will not knowingly serve as the focal source of information for landlords, creditors, collection agencies, and sales personnel.

Students may request that certain categories of directory information not be released to the public without their written consent. Such requests shall be submitted in accordance with the Student Records Policy of the University.

This notice is not intended to be fully explanatory of students’ rights under FERPA and California law. The University Registrar maintains copies of the official Pepperdine University Student Records Policy, which contains detailed information and procedures regarding these rights. Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201. Students are encouraged to resolve complaints prior to contacting outside agencies.