



Document Name:	Student Record Access Policies
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STUDENT RECORD ACCESS POLICIES

The student records are confidential and limited access, with proper permissions, is granted to faculty and staff. The students have a right to access his/her records maintained by the University. These records are kept under the custody of the Director of Records, who ensures that the privacy and confidentiality of all student records are protected under the applicable law.

Lincoln University responds to all requests for explanations and interpretations of records or information, provided the responses are not in violation of the Family Education Right to Privacy Act of 1974 (Buckley Amendment, also known as FERPA). A written consent from the student is required before educational records may be disclosed to third parties with the exception of regulatory educational agencies.

A student seeking to review his/her educational records must submit a written request to the Records Office. The school is not responsible for loss of records due to but not limited to: nature, war, and destruction as a result of severe weather, vandalism, or acts of terrorism.

STUDENT'S REVIEW OF ACADEMIC FILE

A student is able to review his/her educational records by submitting a written request to the Records Office. The records will be made available to the student within 10 business days.

SCHOOL FULLY INCORPORATES THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) IN ITS ENTIRETY

Lincoln University fully complies with the California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq.; and Family Educational Rights and Privacy Act (Section 48, Public Law 93-380) require Educational institutions to provide student access to their records and to provide an opportunity for an administrative hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise inappropriate.

In addition, Lincoln University will obtain the written consent of the students before releasing personally identifiable information about the student, except to a specified list of persons and agencies. These rights extend to present and former students. Complete student files are maintained indefinitely by Lincoln University from time of student application, acceptance, matriculation, and graduation or withdrawal.

Enrollees of the educational programs are advised of their privacy rights upon enrollment. Education records generally include documents and Lincoln University's catalog information related to admissions, enrollment in courses, grades, and related academic information.

1. As required by the act, the Custodian of Record is the designated administrative staff (Director of Records).
2. Educational records are made available during working hours for review to the students within 10 business days following filing of a request with the Records Office.
3. Any currently enrolled and former student of Lincoln University has a right of access to any and all student records relating to him or her that are maintained by the University.



No Lincoln University representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.