

# ACADEMIC RECORDS

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Academic Records are retained for varying periods of time depending on record type pursuant to University policy. Records may be kept longer at the sole discretion of the University.

Access to student academic and other records may be accorded to Rider personnel with a legitimate educational interest in the records. Information may be released to other agencies and individuals according to these policies in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended):

- Rider may release the following information without written permission from the student: fact of enrollment, dates of enrollment, degree candidacy, degree awarded, and major field.
- Rider may release the following information unless the student has requested in writing by the end of the second week of classes each semester that the information not be released: name, email, home and local address, and home and local telephone number, participation on athletic teams and organizations, dates of attendance and honors and awards received.

No other information concerning a student will be released without that student's written permission.

Students having a complaint or question regarding FERPA may write to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520 or visit [www.ed.gov/answers](http://www.ed.gov/answers) (<https://www.ed.gov/answers/>).

Students may request to view their academic record by making an appointment with the appropriate dean's office.