

**3361:10-43-11**

**Records: rights of privacy, general policy and procedure statement.**

- (A) The academic record of a student is confidential. The university of Cincinnati affords all the rights under the law to students and will only disclose personally identifiable information and/or education records in accordance with the Family Educational Rights and Privacy Act of 1974,” as amended (FERPA).
- (B) Pursuant to FERPA, within the university of Cincinnati community, only those school officials, individually or collectively, who have a legitimate educational interest are allowed access to student education records. Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official’s professional responsibility. A school official is an employee, agent or other person acting on behalf of the university, which include: a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials; a person serving on the board of trustees; or a student serving on an official committee.
- (C) In accordance with FERPA, at its discretion, the institution may provide items identified as “directory information” to third-party requests without the student’s prior consent. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The office of the registrar, in consultation with the office of general counsel, will provide notice as to the types of information it has designated as “directory information” on its website. Students may have directory information withheld from release to third-party requests by notifying the university registrar pursuant to procedures established by the office of the registrar. The university will honor a student’s requests for non-disclosure of directory information until such time as the student rescinds the request by following the procedures established by the office of the registrar.
- (D) Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to have explanatory statements included in their files if they find the decisions of the

hearing to be unacceptable. The university registrar has been designated by the university to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make a written requests to the office maintaining the records to be reviewed, listing the records of interest. The university will make covered education records available within forty-five days of the request. The university may provide students with copies of their records, in accordance with the appropriate provisions of FERPA. The university will make any such copies at the students' expense at prevailing rates, which are available on request.

Effective: January 31, 2022

Certification:   
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Nicole S. Blount  
Executive Director of Board Relations

Date: December 15, 2021

Promulgated under: R.C. 111.15  
Statutory authority: R.C. 3361.  
Rule amplifies: R.C. 3361.03;  
R.C. 149.43;  
R.C. 1347.09;  
R.C. 1347.10.

Prior effective dates: March 16, 1978  
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