FERPA NOTIFICATION
2016

A. Confidentiality of data is a matter of major concern at Heritage Christian University. The Registrar maintains the student records and facilitates access to those records.

B. Information in student record files is protected by the Family Education Rights and Privacy Act of 1974 as amended (FERPA). Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

C. The following is a list of directory information that may be made available regarding students of Heritage Christian University without their prior consent and is considered part of the public record of their attendance.

Students who wish to withhold directory information should file this request in writing in the Office of the Registrar prior to the end of the registration period for any given term.

i. Name

ii. Permanent Local Address

iii. Telephone Listing

iv. Date and Place of Birth

v. Major Fields of Study

vi. Dates of Attendance

vii. Degrees and Awards Received

viii. Most Recent Previous School Attended

ix. Participation in Officially Recognized Organizations, Activities, and Sports

x. Class Schedule/Roster

xi. Full- or Part-Time Status

xii. Weight and Height of Members of Athletic Teams

xiii. Photographs and Digital Imaging

xiv. E-Mail Addresses

The right to privacy and your protection begins upon your official enrollment as an active student at Heritage Christian University. Your records remain under protection indefinitely. Upon leaving Heritage (withdrawal or graduation) your academic records and financial status with the school remain held in confidence and will require a signed release and proof of signature (State or Federally issued identification with signature) or legal demand (court order/subpoena) in order to be released.

Additionally; if you have supporting individuals or congregations who will require receipt of your grades, billing information or other items deemed confidential (not listed above) you will need to provide a signed release giving specific directives for all who have a right to your academic and financial information.

The release form is available to you through the Registrar's Office, but can also be found in the "Shared Files" tab in Populi. Completion of this form gives Heritage permission to report in writing/printed form, information regarding your academic performance as well as your financial status with the university.

A quick link to Populi shared files is provided in this message:

https://hcu.populiweb.com/internal/common/files/folders.php

click on RECORD RELEASE FORM.pdf to open and print the document.