Student Records

The Registrar is responsible for keeping and disseminating all student records. This section of the Catalog includes relevant policies.

Disclosure of Information from Student Records

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA) (http://www2.ed.gov/policy/gen/guid/fpco/ferpa) and the California Information Practices Act (http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/StateInformationPracticesAct.aspx), students at AULA have the right (1) to inspect and review records that pertain to themselves as students, known as education records, unless waived or qualified under Federal and State law or University policies; (2) to seek to amend the content of education records that may be considered inaccurate or misleading; (3) to have withheld from disclosure personally identifiable information from their education records, except as provided in Federal and State laws or University policies; and (4) to file complaints with the US Department of Education – Family Policy Compliance Office (http://www2.ed.gov/policy/gen/guid/fpco) regarding alleged violations of their FERPA rights.

Release of student record information is generally not done at Antioch University Los Angeles without a signed, written consent from the student. There are, however, exceptions. For example, directory information as defined by AULA includes name, address, email address, telephone listings, dates of attendance, previous institution(s) attended, major field of study, participation in recognized activities or sports, enrollment status, (undergraduate or graduate, full-time or part-time, photograph, honors and awards received, and degree(s) conferred and date(s) of degree. AULA may release or publish directory information without the prior consent of the student, unless specifically instructed by students to withhold their information. To restrict the release or publication of any student information, students must provide the appropriate written instructions to the Office of the University Registrar through the Integrated Student Services (ISS) office. To do so, student must complete a Request to Prevent Disclosure of Directory Information form.

AULA may disclose education records in certain other circumstances, such as:

- to comply with a judicial order or a lawfully issued subpoena
- to appropriate parties in a health or safety emergency
- to officials of another school, upon request, in which a student seeks or intends to enroll
- in connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or
- to enforce the terms and conditions of the aid
- to certain officials of the U.S. Department of Education, the Comptroller General
- to state and local educational authorities, in connection with certain state or federally supported education programs
- to accrediting organizations to carry out their functions
- to organizations conducting certain studies for or on behalf of the University
- the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime

Student records are created and maintained by a variety of offices throughout the Antioch University Los Angeles campus. Requests to inspect and review the records of any office must be made directly to that office and are subject to the terms of Federal and State laws and University policies. Inspection of student records maintained by the Office of the Registrar is by appointment only. To challenge the content of student records, students must follow the procedures outlined in the Policy on Amending or Correcting Student Records.

Access to student records at AULA is provided to education officials in compliance with FERPA. Education officials include staff and faculty at AULA who have a legitimate educational interest and the need to know information from those records. Education officials may also include members of AULA’s governing body charged with the oversight of the University’s academic programs and accreditation. The National Student Clearinghouse (http://studentclearinghouse.org) acts as an authorized agent for the University in the verification of academic information for lenders and financial aid providers. Access for all other entities, known as third parties, requires the prior written consent of the student, unless excepted by FERPA, Federal and State laws, or University policies.

Student records provide official documentation of student learning and achievement and substantiate the accreditation of University programs. The accuracy and completeness of student records is the joint responsibility of individual students and the University. Students should periodically check their academic records for completeness and accuracy. Students must notify the University stating any problems or inaccuracies in their student records within sixty days of the end of the quarter in which the discrepancy occurred.

Amending or Correcting Student Records

If a student believes that her or his academic records are inaccurate, misleading, or otherwise in violation of the right to privacy, she or he has the right to challenge and ask for amendment. Any request for an amendment of an academic record should be made in writing to the Office of the University Registrar. It is the student’s responsibility to keep the University up to date on any changes in address or phone number, name changes, etc. by filing the appropriate forms with the Office of the University Registrar through the Office of Integrated Student Services.
Retention of Student Records

The official academic record, permanently maintained by the Office of the University Registrar, consists of the academic transcript and Student Learning Evaluation for each of the courses taken by the student.

Except for the transcript and Student Learning Evaluations, all other records are considered temporary and are maintained either locally or in an off-site facility. Nonpermanent records are subject to the University Record Retention Policy and Schedule. Records whose retention period has expired are formally and confidentially destroyed.

The permanent records of students who attended Antioch University Los Angeles prior to July 1, 1985 are archived at Antioch University in Yellow Springs, Ohio. Inquiries and requests regarding those records must be directed to the Office of Records Administration, Antioch University, 900 Dayton St., Yellow Springs, OH 45387-1623; Telephone (937) 769-1291, FAX (937) 769-1354.

Retention of Application Materials

Some application materials are maintained by the Office of Admissions after application files have been transferred to the Office of the University Registrar. These include the recommendations, the Student Intent to Register form, the Admissions Contact and Tracking Sheet and the Admissions Worksheet. These materials are maintained for one year.

Application materials where applicant was not moved to student will be maintained by the Office of Admissions for 3 years.

Application materials where no application was ever received will be maintained for one year.