CONFIDENTIALITY OF STUDENT RECORDS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within forty-five days after the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amending those education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. (This does not apply to grade changes.) They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. To file a complaint, write to:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

5. The following information is considered directory information and may be made public:

   - Student name
   - Home and local address
   - Telephone numbers
   - E-mail addresses
   - Date and place of birth
   - Dates of attendance (current and past)
   - Major field of study
   - Degrees and awards received
   - Participation in officially recognized activities and sports, including height and weight
   - Previous educational institutions attended
   - Religious affiliation to local church or congregation
   - Current class schedule
   - Pictures
   - Number of months/semesters enrolled
   - Class standing (freshman, sophomore, etc.)
   - Total hours earned
   - Enrollment status (full-time, part-time, less than half time)
   - Anticipated future enrollments
   - Course registrations prior to the beginning of a semester/term
   - Expected date of graduation
   - Deferred registration eligibility

6. Students have the right to block the release of their public directory information by completing a “Request to Withhold Directory Information” form at the Student Records and Registration Office. For complete confidentiality, this form must be completed within the first ten days of each semester or term. Students may also modify the display of the public directory information.

7. Parents or guardians of students claimed as dependents on the most recently submitted Federal Income Tax form may have grade reports forwarded to them pursuant to the Family Educational Rights and Privacy Act of 1974. Parents of dependent children under the above-described definition must submit a Certificate of Dependence Form in order to receive grade reports. No grade report will be sent to a parent or guardian without proper submission of this form. The Student Records and Registration Office will be responsible for informing all parents (of dependent children) of the option to have grade reports sent to them. The Student Records and Registration Office will record received Certificate of Dependence Forms, and send grade reports as requested.

Married students or students 21 years of age or older are considered as independent by the Student Records and Registration Office. Unmarried students or those under the age of 21, who are not claimed as dependents by their parents or guardians on the most recent Federal Income Tax form, must submit an Affidavit of Proof to be considered independent status. These forms are available at the Student Records and Registration Office.

Students may also waive the Certificate of Dependence Form by completing the Waiver of Independence form. Completion of this form authorizes parental access to student grades regardless of the dependency status of a student.
**ACADEMIC STANDARDS**

**Academic Standing**

Students’ academic standing at BYU–Idaho is determined by two measures of their work. One is their GPA (grade point average) and the other is the satisfactory progress toward graduation they make in completing those courses for which they are registered. Students are classified in one of the following four academic standing categories: Satisfactory, Probation, Suspension, or Dismissal.

**Progress and Non-Progress Grades**

Grades are considered to be either “progress” grades or “non-progress” grades. “Progress” grades range from A to D-. “Non-progress” grades are F, W, and UW. Please note that some progress grades do not meet graduation requirements.

**Satisfactory Academic Standing**

Students are making satisfactory progress when their cumulative GPA is 2.0 or above and they earn progress grades for at least 75 percent of their credits in their most recent semester.

**Academic Probation**

Academic Probation is the official notice to students that they are performing below established BYU–Idaho academic standards. Students on Academic Probation are permitted to continue their enrollment at BYU–Idaho. However, continued performance below established academic standards will typically result in Academic Suspension or Academic Dismissal. Students may not petition to have Academic Probation lifted because it does not affect their ability to enroll in BYU–Idaho courses.

Students will be placed on Academic Probation when their cumulative GPA (including transfer courses) is between 1.000 and 1.999 or when they fail to earn progress grades for at least 75 percent of their credits in their most recent semester.

To have Academic Probation lifted students must meet all of the following conditions in a single semester:

1. Enroll in a minimum of 12 semester credits.
2. Earn a minimum 2.0 semester GPA.
3. Raise their cumulative GPA to at least 2.0.
4. Earn only progress grades (i.e., no F, W, or UW).

Students will remain on Academic Probation under either of the following circumstances:

1. They enroll in fewer than 12 semester credits.
2. They earn a 2.0 semester GPA but fail to raise their cumulative GPA above 2.0.

Note: Students who earn non-progress grades (i.e., F, W, or UW) while on Academic Probation will be academically suspended.

When students are placed on probation, they should contact their faculty advisor immediately. It is also recommended that they take advantage of the resources in the Study Skills Lab, Reading Lab, Writing Center, Tutoring Center, Career and Academic Advising Center, and College Advising Center.

If students are receiving University or federal financial aid, they should check with the Financial Aid Office to verify their eligibility.

**Academic Suspension**

Academic Suspension is the suspension of a student’s opportunity to enroll in courses at BYU–Idaho because they have performed below established BYU–Idaho academic standards. Students who feel they have extenuating circumstances may petition the suspension to the Academic Standards Committee.

Students will be placed on Academic Suspension under any of the following conditions:

1. They earn a GPA below 1.0 during any one semester.
2. They fail to achieve satisfactory progress in 75 percent of their credits in two consecutive semesters.
3. If, while on Academic Probation, they fail to earn a 2.0 GPA during the next semester of enrollment.
4. If, while on Academic Probation, they earn any non-progress grades during the next semester of enrollment (i.e., F, W, or UW).
5. If, while on Academic Probation, they fail to achieve satisfactory progress in 75 percent of their credits during the next semester of enrollment.

Students on Academic Suspension must withdraw from school and arrange for a tuition refund if they have pre-registered and/or paid any tuition for a subsequent semester.

To have Academic Suspension lifted, students must meet at least one of the following conditions:

1. Earn 12 semester (18 quarter) credits in a single semester with a 2.0 GPA from another regionally-accredited college or university. (BYU–Idaho Continuing Education credits do not meet the above criteria.) AND
2. Complete an honorable, full-time mission for the LDS Church.
3. Meet other conditions established by the Academic Standards Committee. These conditions are determined on an individual basis and will be provided to the student in writing.

Students who have their Academic Suspension lifted within two years of being suspended will not be required to apply for readmission to BYU–Idaho. Rather, the Academic Standards Committee will clear them for their next available on-track semester. All other students must apply for readmission through the Admissions Office and are subject to admission application deadlines.

Students who have their Academic Suspension lifted will be placed on Academic Probation until they have met the conditions for Satisfactory standing.

**Academic Dismissal**

Students who have been academically suspended from BYU–Idaho for a second time may be placed on Academic Dismissal. A student’s academic history will be carefully reviewed by the Academic Standards Committee, and school officials may determine that the student has exhausted any opportunity to study and progress academically at BYU–Idaho. If wishing to continue a formal education, the student will need to seek other options.