

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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The University official will make arrangements for access and notify the student of the time when and the place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, such official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A student should write the University official responsible for the record in question, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate, misleading, or otherwise in violation of his/her privacy rights.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision in writing and advise the student of his/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 disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Personally identifiable information is information that, if disclosed, would make a student's identity easily traceable, e.g., name, address or social security number. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. A University official is a person employed by Youngstown State 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 or volunteer serving on an official committee, or assisting a University official in performing his/her tasks.

A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for Youngstown State University.

Upon request by another school in which a student seeks or intends to enroll, Youngstown State University also discloses education records without a student's consent to officials of such school.

(4) The right to prevent the University from disclosing any or all of the information about the student the University has designated as directory information.

FERPA permits the disclosure of directory information without the consent of the student. Directory information is information contained in a student education record which would not generally be considered harmful or an invasion of privacy if disclosed. Youngstown State University has designated the following types of information as directory information:

- a. name;
- b. address (campus and home);
- c. telephone listing (campus and home);
- d. e-mail address (campus and home);
- e. date and place of birth;
- f. field of study;
- g. participation in officially recognized activities and sports;
- h. weight and height of members of athletic teams;
- i. dates of attendance;
- j. degrees and awards received;
- k. the most recent previous educational institution attended; and
- l. photographic, video or electronic images of student.

Any student wishing to exercise this right must inform the Office of Records in writing within the first seven (7) calendar days of any academic term of the information not to be designated as directory information with respect to that student. If no such written notification is submitted, the University will assume that a student does not object to the release of the directory information. A student's request for such non-disclosure will remain in effect until the student notifies, in writing, the executive director of Enrollment Management otherwise.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Youngstown State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Any questions about this notification should be directed to the executive director of Enrollment Management.

GRADUATION REQUIREMENTS

Catalog of Entry

Each undergraduate student entering Youngstown State University is entitled to a copy of the *Undergraduate Bulletin*. This catalog or any one subsequent catalog will be the guide to graduation requirements, provided the student is in continuous attendance and does not change majors.

When a student changes majors, the guide to graduation requirements will be the catalog in effect at the time of change or any one subsequent catalog. Exceptions to this rule include the requirements for the minor and general education requirements. Unless the minor is specified by the new major, a student who has been in continuous enrollment and changes majors can fulfill the requirements for a minor by using the criteria in effect in either the catalog of entry or the catalog in effect at the time of the change in major. See the section on General Education Requirements for the relevant policy on general education.

Readmitted students will use the catalog in effect at their last readmission or any one subsequent catalog as the guide to graduation requirements. Any exceptions to requirements must be approved by the student's department chair and/or college dean. The University reserves the right to change course offerings and academic requirements.

Candidacy for a Degree

To be eligible for candidacy for any degree, the following three requirements must be fulfilled:

Application. You must file a Notice of Intention to Apply for Graduation form with the dean of your college after the completion of 40 semester hours for the associate and 100 semester hours for the baccalaureate degree.

An Application for Graduation form must be filed with the Office of the Bursar by the deadline indicated in the University Academic Calendar published on the inside front cover of this *Bulletin*. The application form is available at the dean's office in your college, from the Records Office, or from the Enrollment Center in Meshel Hall.

If the student does not graduate at the commencement exercise for which the application has been filed, the application must be reactivated with the appropriate dean. It is the student's responsibility to make certain all degree requirements are complete. The student must fulfill the: 1) University-wide, 2) college, and 3) departmental requirements as well as the minimum credit hours.

Residency. The last 20 semester hours leading to an associate degree and the last 30 semester hours leading to a baccalaureate degree must be completed at Youngstown State University. (In the pre-forestry, pre-law, and pre-medical curriculums, however, which allow the student to earn final credit hours in absentia, the last 30 semester hours prior to the period of absence must be spent at Youngstown State University.) A minimum of 16 semester hours in the concentration area for the associate degree, and a minimum of 16 hours of credits comprising the major in the baccalaureate degree must be earned in residence. A minimum of 21 semester hours of upper-division credit for the baccalaureate degree must be earned in residence. Exceptions must be approved by the Office of the Provost. Additional requirements may be specified by individual colleges.

Grades. The point average must be at least 2.00 (see The Point Average and Scholastic Standing) at the time candidacy is approved and at the time the degree is granted.

Additional requirements for the associate or baccalaureate degree appear on the following pages.

Baccalaureate Degree

In addition to requirements stated under Candidacy for a Degree, the following requirements must also be fulfilled for a baccalaureate degree:

Course Levels. At least 60 semester hours must be completed in courses numbered 2600 or higher; at least 48 of these 60 hours must be in courses numbered 3700 or higher.

Majors. Each student must complete a major. A department major consists of at least 30 semester hours in one department with grades of "C" or better. A combined major, in which courses are given by more than one department, consists of at least 48 semester hours with grades of "C" or better.

Each department determines the course requirements for its own major or majors. Responsibility for certifying that a student has completed a major rests with the chairperson of the major department. The student may be required to do more than the minimum stated in the preceding paragraph.

As soon as a student has decided on a major, he or she should consult with the department chair of the major department. A major must be declared by the time a student has completed 63 semester hours. Early consultation with the department chair is strongly recommended, since in some departments the student must begin coursework related to the major during the freshman year or risk a delay in graduation.

Minors. A minor is an intellectual venture that broadens and deepens the student's intellectual growth. An intellectual framework and coherence are evident in the scope and sequence of the minor course of study. A minor is intended to contrast with