ACADEMIC RECORDS

Academic records are maintained by the Registrar and the dean’s office of each college or school for a minimum of 10 years from the date of last attendance. Records may be kept longer at the sole discretion of the University. All other official records of Rider University pertaining to students are kept in files maintained by the Dean of Students Office. Further information regarding these records can be found in The Source (http://www.rider.edu/offices-services/handbooks-policies/thesource).

Access to student academic and other records may be accorded to Rider personnel with a legitimate educational interest in the records. Information may be released to other agencies and individuals according to these policies in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended):

• Rider may release the following information without written permission from the student: fact of enrollment, dates of enrollment, degree candidacy, degree awarded, and major field.

• Rider may release the following information unless the student has requested in writing by the end of the second week of classes each semester that the information not be released: name, email, home and local address, and home and local telephone number, participation on athletic teams and organizations, dates of attendance and honors and awards received.

No other information concerning a student will be released without that student’s written permission.

Students having a complaint or question regarding FERPA may write to: Family Education Rights and Privacy Act Office, US Department of Education, Room 4512, Switzer Building, Washington, DC 20202.

Students may request to view their academic record by making an appointment with the appropriate dean’s office.