Student Records Policy

The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment or FERPA, provides that students shall have the right of access to their education records; and with limited exceptions, educational institutions shall not release education records to nonschool employees without consent of the student unless specifically permitted by law. “Students” as used in this notice includes former students.

Release of Transcripts
Transcripts of Azusa Pacific University coursework are available approximately four weeks after the completion of courses. Transcript requests will only be accepted online. Azusa Pacific University’s online transcript request and list of associated fees are located at apu.edu/transcripts/. Transcripts, diplomas, and/or verifications of degrees will not be released until all financial obligations to the university are met, including all required loan exit counseling. For questions about release of transcripts, contact One Stop (http://www.apu.edu/onestop).

Right of Access
With a few exceptions provided by law, students at Azusa Pacific University may see any of their education records upon request. In general, access will be granted immediately upon request to the record custodian, but if delay is necessary, access must be granted no later than 45 days after request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records. Students may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards. Azusa Pacific University may not require students to sign a waiver of their right of access to their records, but students should be aware that recommendations and evaluations may not be very helpful or candid without a signed waiver.

Disclosure of Student Records
With certain exceptions provided by law, Azusa Pacific University cannot release information concerning students, other than directory information, from their education records to anyone other than university officials without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the university with written permission to release specific records, along with a list of the parties to which releases should be made.

The student’s written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information regarding dependent students must demonstrate federal income dependency by submitting their most recent federal income tax return.

The university has designated the following categories as directory information, which may, at the university’s discretion, be released to the public without consent of the student: name of student, address (local and permanent, including email address), telephone number (local and permanent), photographs, dates of registered attendance, enrollment status (e.g., full time or part time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

It is the general policy of the university to not release directory information regarding its students unless, in the judgment of the appropriate record custodian or other officials with record access, such release either serves a legitimate educational purpose or is not adverse to the interests and privacy of the student. However, the student may request that certain categories of directory information not be released to the public without his/her written consent. Such requests shall be submitted in accordance with the student records policy of the university.

This notice is not intended to fully explain students’ rights under FERPA. One Stop | Registrar maintains copies of the official Azusa Pacific University Student Records Policy, which contains detailed information and procedures with regard to these rights. Students may obtain a copy of the written policy upon request to:

One Stop | Undergraduate Enrollment Services Center
Azusa Pacific University
PO Box 7000
Azusa, CA 91702-7000

Any student alleging failure of the university to comply with FERPA may file a complaint with the:

Family Education Rights and Privacy Act Office (FERPA)
United States Department of Education
4511 Switzer Building
330 C St. SW
Washington, DC 20201