A. Academic Information

1. Confidentiality and Privacy of Student Records
Creighton’s policy relating to the confidentiality and privacy of student education records is in keeping with the “Family Educational Rights and Privacy Act” (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records. They are:

a. The right to inspect and review the student’s education records.

Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access within 45 days of the day the University receives a request 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.

b. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

Note: The right to challenge grades does not apply under this Act unless the grade assigned was inaccurately reported.

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.

c. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.

One exception, that 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 or research, or support staff position (including Public Safety personnel and Student Health staff), a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, and the National Student Clearinghouse); 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 legitimate educational interest exists where the information is reasonably needed for the official to perform appropriate tasks specified in the official’s position or contract or for official University business or relevant to accomplishing a task or determination regarding the student.
Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is requesting transfer or enrollment;
- Specified government officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To a parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law;
- To victims of crimes of violence or non-forcible sex offenses;
- Disclosures to the student.

FERPA permits disclosure of education record information to a student’s parent or guardian if the student is their dependent for federal tax purposes. To rely on this exception, the University must verify a student’s dependent status by asking the student for confirmation or by asking the parent/guardian to provide a copy of the portion of their tax return showing they claimed the student as a dependent. Students may grant their parents or others access to their academic records by following the procedure on their N.E.S.T. account.

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student’s full name, the fact that the student is or has been enrolled, and full-time/part-time status, local and permanent address(es), e-mail address(es), telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph(s), and previous educational agency or institution attended by the student. A currently enrolled student may request all directory information not be released by designation as such on his/her N.E.S.T. account. The restriction shall not apply to directory information already published or in the process of being published. Once the student has designated a confidential classification, it will not be removed until the student submits a signed authorization requesting that it be removed.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creighton University to comply with requirements of FERPA.

The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
2. **Location, Types, and Custody of Educational Records**

Following is a listing of the location and types of education records and the title of the respective official responsible:

**Registrar’s Office** (Brandeis Hall, 2nd floor)

Application for admission and supporting documents, including standardized test scores, transcripts of academic work completed elsewhere; cumulative academic records; academic action reports; correspondence, etc.

**School or College Dean’s Office**

Records will vary with each Dean’s office, but may include records and reports in original or copy form generally comparable to those maintained by Registrar; academic progress reports, evaluations and related actions, attendance data, correspondence, etc. The following is a list of the schools/colleges and the respective websites:

- [Creighton College of Arts & Sciences](#)
- [Heider College of Business](#)
- [College of Nursing](#)
- [College of Professional Studies](#)
- [Graduate School](#)
- [School of Dentistry](#)
- [School of Law](#)
- [School of Medicine](#)
- [School of Pharmacy & Health Professions](#)

**Academic Advisor’s Office**

Cumulative files containing academic information are maintained by some academic departments and by some faculty advisors concerning their advisees.

**Athletic Department (Championship & Ryan Centers)**

Directory information; recruiting and eligibility records; performance statistics.

**Center for Health and Counseling (Harper Center, Suite 1034)**

Medical records and Counseling records.

**Global Engagement Office (Creighton Hall, Suite 302)**

Records of international students and records of students who studied abroad.

**Residential Life Office (Swanson Hall 136)**

Housing information and Dining Services information.

**Student Financial Aid Office (Harper Center, Suite 2040)**

Financial aid records.

**University Business Office (Creighton Hall Room 113)**

Financial records, student accounts, student loans, collections and cashier services.
3. General Regulations

Change in registration
Changes in registration are permitted until the end of the first week of classes.

Transcripts
A copy of a student's academic record is called a transcript and is issued by the University Registrar upon signed request, or its equivalent, of the student. Transcript request information is available at the Registrar's Office or on the Registrar's website. Copies are not made of transcripts on file from other institutions; any additional copy of these must be requested by the student directly from the original issuing institution.

Students who are suspended or expelled from Creighton University due to non-academic reasons will have the following notations appear on their permanent academic record, including the official transcripts of the University:

- Disciplinary Suspension
- Disciplinary Expulsion

Students who are in an ongoing investigation may have the following notation appear on their academic record, including the official transcripts of the University:

- Withdrawal Pending Conduct Resolution

Students who are dismissed from Creighton University or from a College/School within Creighton University due to academic reasons, including academic integrity violations, will have the following notations appear on their permanent academic record, including the official transcripts of the University:

- Academic Dismissal from Creighton University
- Academic Dismissal from (School or College)
4. **Withdrawal from the University**
   A student is considered in attendance until he/she has formally notified the University in person or in writing of withdrawal by the established withdrawal deadline for the term. Refunds are determined on the basis of the date of such formal notification.

   Permission to withdraw from the University is granted by the Dean of the School or College in which the student is registered. This is required as a condition of honorable dismissal.

   The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Dean in person or in writing.