

STUDENT SERVICES

Student Rights and Responsibilities

There are certain rights that each University student body member may expect to enjoy as well as obligations that each student accepts by his or her enrollment. The *Student Handbook as well as the catalog* contains a statement on student rights and responsibilities and the University's policies on academic dishonesty, illegal substances, and student conduct and discipline.

San Ignacio University has policies that ensure that students have access to records as provided under federal and state laws. San Ignacio University is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

Student Records

Students should be aware that student records submitted to the University become the property of the San Ignacio University and shall not be released to third parties. Such records may be used by the University in any manner that the San Ignacio University deems appropriate.

Transcript Requests

San Ignacio University will release the transcript to the student. Provided a hold does not exist, a student may request a transcript from the Registrar Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. The first transcript request is free of charge upon completion of a program. However, for any additional requests for official transcripts, San Ignacio University will charge \$15.00 per copy and \$5.00 per unofficial transcript. Official and unofficial transcript requests may take approximately five (5) to ten (10) business days to process.

Hold on Student Records

A hold or service indicator will be placed on a student's official record under certain conditions. Nonpayment of financial obligations, such as tuition, and other debts will result in a hold on the student's record. Disciplinary action, academic suspension, or dismissal may also result in a hold on one's enrollment. A hold will restrict a student from enrolling, having transcripts or grade reports issued, or receiving other university services.

Removal of a hold may take approximately two (2) business days.

Maintenance of Student Records

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that San Ignacio University official who maintains the records to amend them. San Ignacio University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of San Ignacio University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

Hearing Procedures

Should the request for a change in the student's records be denied, the student may appeal the decision to the Dean of Academic Affairs within thirty (30) days and ask for a hearing. The Dean of Academic affairs shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of San Ignacio University. The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective San Ignacio University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with San Ignacio University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

Safety Information

The University publishes the *Annual Security Report*, which can be found on the university's website. The document details the University's safety programs, crime statistics, and crime prevention. Furthermore, it includes the University's policies and procedures to address alcohol and drug use, the reporting of crimes, sexual assault, and other matters.

Voter Registration

San Ignacio University encourages all eligible students to register to vote. Campus libraries and Student Services office can provide students with voter registration information, or students may register at <https://www.usa.gov/register-to-vote>