ACADEMIC RECORDS INFORMATION

Student Standing

The student's standing is determined by the number of semester hours of credit earned as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29.5 semester hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59.5 semester hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89.5 semester hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more semester hours</td>
</tr>
</tbody>
</table>

Full-Time Status

A full-time class load ranges from 12 to 18 credits. Credits attempted or earned through the process of Credit by Examination are not counted in the student class load.

Transcripts

Requests for official transcripts are made online.

Students who attended during or after 1985 order through the myWCU portal and have the option to order a paper transcript to be mailed or picked up, or an eTranscript (certified PDF) to be emailed.

Students who attended during or before 1984 order through our partner, Parchment (https://exchange.parchment.com/send/adds/index.php?main_page=login&xs_id=3DIVjSeURjRIlg), and have the option to order a paper transcript to be mailed or picked up.

The cost is $7 per transcript. Students will not be able to request a transcript if they have any outstanding holds on their account. More detailed ordering information is available on the Registrar’s website, http://www.wcupa.edu/transcripts.

Important note: Current term "In-Progress" courses will not display on a West Chester University transcript. Only courses that have been graded will display.

Student WCU E-mail Accounts

All incoming students to West Chester University will be issued an official WCU e-mail address. Students are advised to check this e-mail account frequently since University administrators and faculty will be communicating information regarding classes, financial aid, billing, emergency announcements, and other important notifications. These e-mails will only be sent to a student’s "wcupa.edu" e-mail account and not to any other personal e-mail address.

Changes in Name or Address

Students may update their address through the Change my Address link within their myWCU account. Detailed instructions are located on the Registrar’s website (http://wcupa.edu/registrar/documents/ManageStudentRecords.pdf).

Any student wishing to change his/her name from that currently on record must provide legal documentation supporting the change, such as: a marriage license, court order, divorce decree, etc. A driver’s license is not adequate. All name change requests must go through the Office of the Registrar (http://wcupa.edu/registrar/default.aspx). Requests for name changes received through the mail will be acknowledged by letter.

Exception to Academic Policies

Students may file a petition that requests exception to academic policies. Petition forms are available in the Office of the Registrar (http://www.wcupa.edu/registrar) and on the Registrar’s web page. Students who may request an exception because of a disability should refer to "Services for Students with Disabilities" (http://catalog.wcupa.edu/undergraduate/academic-policies-procedures/services-students-disabilities)."

The Family Educational Rights and Privacy Act (FERPA)

West Chester University is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Students at West Chester University are afforded the following rights regarding their education records:

1. The right to inspect and review their education records within 45 days from the date the University receives the student’s request for access.

2. The right to request an amendment to their education records, if he or she believes the record contains inaccurate or misleading information.

   If a student believes his or her education record contains information that is inaccurate, misleading, or is otherwise in violation of his or her privacy rights, the student may request in writing that the record be changed. Students seeking a change of grade should refer to the Grade Appeal policy found in their undergraduate (http://catalog.wcupa.edu/undergraduate/academic-policies-procedures/grading-information) or graduate (http://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information) catalog. The written request must clearly identify the part of the record the student wants amended and must specify why the record is inaccurate or misleading. If the Registrar agrees with the student’s request, the appropriate records will be amended. If the Registrar decides not to amend the record, the student will be notified of the decision, within a reasonable period of time, and the student will be advised of his or her right to a formal hearing.

   Student requests for a formal hearing to contest the Registrar’s decision must be made, in writing, to the Associate Provost. A hearing committee will be appointed and the student will be notified of the date, time and place of their hearing. The student may present evidence relevant to the issues raised and may be assisted or represented by one or more individuals of their choice, including an attorney, at their own expense. Decisions of the hearing committee, which will be based solely on the evidence presented at the hearing, will be final. Following the hearing, the committee will provide their written decision and a summary of the hearing to the concerned parties. If the decision is in favor of the student, his or her education record will be amended accordingly.

   Students who are dissatisfied with the result of their hearing may place in their education record an explanatory statement commenting on the information that was under review. The explanatory statement will be maintained as part of the students’ education record and will be released when the records in question are disclosed.

3. The right to provide consent prior to the disclosure of personally identifiable information contained in their education records.
Academic Records Information

No one outside the university shall have access to, nor will the university disclose, any information from students' education records without the students' prior written consent, except to the extent permitted under FERPA. (See "West Chester University does not publish students' directory information that is not required to be made public under law. Under FERPA, West Chester University may release the following categories of information without students' prior consent:

- Student's name
- Local and permanent address
- Telephone number
- WCU email address, which includes WCU student ID number
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

The University will limit information that is made public to categories such as these but will not necessarily publish all such information in every listing.

West Chester University does not make directory information generally available to the public. West Chester University limits its release of directory information for official University purposes, such as: identifying athletic team members, publishing names of scholarship recipients, graduation lists and Dean's Lists, issuing academic awards, verifying enrollment or degree status, and providing such information to faculty and/or staff as pertains to their job responsibilities or with whom the University has a contractual relationship.

Undergraduate and Graduate students who do not wish to have their directory information published, without their prior consent, must submit a Non-Disclosure of Directory Information Request form to the Office of the Registrar. Forms must be submitted within the first 15 calendar days of the semester. Once a student restricts the release of their directory information, the restriction will remain in effect until the student makes a written request to the Office of the Registrar to reverse the non-disclosure restriction.

Additional Provisions

For the purposes of this policy, the term "student" refers to any individual who has secured admission to the University in the form of a deposit, has enrolled in a course, has completed a non-degree application, or any individual who has previously attended West Chester University. The term "education records" refers to any records directly related to a student, with certain exceptions, that are maintained by the university or its agents. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, student identification card photo, and student discipline files.

For the purposes of record inspection and release, the University reserves the right to redact records so that personally identifiable information pertaining to other students can be removed. Pursuant to a subpoena or record request, student records shall be reviewed for all personally identifiable information related to students that are not named as part of the subpoena or request. Once identified, this information shall be redacted to ensure protection of student information as provided by FERPA.

It is the policy of West Chester University that no records of deceased students be released to third parties, unless specifically authorized by the executor of the deceased's estate or in response to a validly issued subpoena.