

Sacred Heart Seminary and School of Theology (SHSST)

Student Records Management Procedure

SHSST uses a web-based student information system (SIS) to manage academic and course records. Our present system automatically backs up all data contained within it to the cloud hourly, weekly, and monthly. The cloud data center is backed up to a separate data cloud center to safeguard against the loss of information.

Appropriate staff, faculty, and students have access to the system and are assigned roles which control or limit information access. All access is carefully controlled and the ability to change information is limited to those whose job responsibility requires such capacity (e.g. registrar, academic dean). The learning management system component in the SIS is also used for course instruction by faculty. Through the SIS, students have access to their academic information and records. Each admitted student is given a login and password to manage her/his individual SIS account. This gives students direct access to grades, registered courses and degree progress.

Maintenance of Student Academic Files

The Academic Department creates and maintains files on students. Documents related to student progress that are kept in student's folders include:

- Transcripts from previous higher education institutions
- Academic Plan
- Student academic progress data (e.g. drop/add requests)
- Course grades and mid-term academic reports
- Student conduct that is in violation of school academic policies (e.g. plagiarism instances)

Upon graduation, the following will be kept from the students' academic work at SHSST:

- Final transcript
- Degree completion verification and date
- Copy of diploma or completion document
- Other materials will be properly disposed of

RELEASE OF INFORMATION

Releasing Information to a Student

In accordance with FERPA, students have the right to review and inspect all Education Records maintained by or at Sacred Heart Seminary and School of Theology within 45 days of making a written request for access with the registrar. See FERPA policy in School Handbook for definition of Education Records.

Releasing Information to a Third-Party

Information will only be released if one of the following conditions is met:

- a) through written consent of the student
- b) if determined as vital for the health or safety of the student
- c) as compelled by a legal subpoena or valid legal document

Approved by Rectors Cabinet: September 12, 2019
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