a. Official Transcripts - Students will be charged per University policy as outlined on the Registrar’s homepage.

b. FERPA requires copies of educational records - The law requires the University to provide copies of educational records to students when

(1) A failure to do so would effectively deny the student the right to inspect and review his/her record.

(2) The University has disclosed information from the student's educational record under authority of the student's prior written consent and the student requests a copy of the information disclosed.

(3) The student requests copies of records the University has disclosed to other schools where the student seeks or intends to enroll.

7.02 Sam Houston State University reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

a. The student has an unpaid financial obligation to the University.

b. There is an unresolved disciplinary action against the student.

c. While there is unresolved litigation between the student and the University.

8. DIRECTORY INFORMATION

8.01 Sam Houston State University proposes to designate the personally-identifiable information contained in a student's educational record listed below as "directory information" in order that the University may, at its discretion, disclose the information without a student's further prior written consent:

a. The student's name
b. The student's local and home address
c. The student's major
d. The student's minor
e. The student's local and home telephone numbers
8.02 Within the first month of each academic semester, the Registrar will publish in *The Houstonian* the above list of items of directory information it proposes to designate as directory information.

8.03 After the students have been notified by the announcement in the newspaper, they will have the first twelve class days in a long semester or the first four class days in a summer session to change their directory information release status via the web.

8.04 The Registrar will notify the appropriate custodians of educational records of a student's refusal to permit the University to designate an item of information as directory information to be released. The custodians will mark their records accordingly. They will not make any further disclosures of those items of information about the student without the student's prior written consent except to parties who have legal access to student records without written consent.

8.05 The appropriate custodians of records are authorized to disclose directory information.

9. USE OF STUDENT EDUCATIONAL RECORDS

9.01 All officials of Sam Houston State University will follow a strict policy that information contained in a student's educational record is confidential and may not be disclosed to third parties without the student's prior consent (written or electronic) except as otherwise provided in this section of Sam Houston State University's Student Educational Records Policy.