

# Registrar

The Registrar's Office is available to assist students with questions about records including but not limited to:

## Ordering Transcripts

*If you attended after 1991:* Electronic and paper transcripts are available when ordered online through [the National Student Clearinghouse \(NSC\)](#).

Transcripts are typically processed within 48 hours of receipt, but during peak periods (such as the start or end of semesters), processing may be delayed. Effective March 2022 a \$5.00 transcript fee will be charged for each transcript.

## Confidentiality of Student Records

NHTI maintains the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The law protects the privacy of educational records, the right of students to inspect and review their educational records, and to provide for the correction of inaccurate or misleading data through informal and formal hearings. Students may authorize the release of their records to individuals or institutions by completing the "Authorization to Release Information" form, available online or in the Registrar's Office. Student information maintained by Residence Life, Health Services and Counseling offices require a separate signed release of information form available from each office.

### Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 was passed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of directory information by educational institutions.

NHTI considers the following to be directory information: student's name, address, telephone number, email address, date of birth, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, honors, and recent educational institution attended.

If a student does not wish disclosure of any of the categories of identifiable directory information, they must submit the Nondisclosure of Directory Information Form.

Students should carefully consider the consequences of any decision to withhold general directory information. Should the student decide to inform NHTI not to release general directory information, future requests for such information from noninstitutional persons or organizations will be refused, except as provided by law. NHTI does not assume responsibility to contact students for subsequent permission to release directory information. NHTI assumes no liability for honoring a student's instructions that such information be withheld.

Copies of the Family Educational Rights and Privacy Act of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students, may be obtained from the VPSS or the office of the VPAWE.

## Student Records

Students have the right to review the contents of their NHTI records. Students will be given access to their records within a reasonable period of time, but in no case shall access be withheld for more than 45 days after the request has been made. The Registrar is authorized to release this information. Students wishing access to their records must contact the Registrar and complete a Student Request for Record Review form. In cases involving the possibility of data misinterpretation, the VPAWE or their qualified designee shall interpret the data to the student.

Students shall have the opportunity for a hearing to challenge the contents of their college records to ensure they are not inaccurate, misleading, or in violation of their privacy or rights. This challenge must be made in writing to the VPAWE. Students may authorize the release of their records to intended persons or institutions by completing the Authorization to Release Information form. No access or release of any personally identifiable records or files on students will be allowed to any individual, agency or organization without prior written consent of the student, except as follows:

- The president, VPAWE, VPSS, NHTI counselor, coordinator of Admissions, and the registrar shall have unlimited access, without permission, to all student records (with the exception that letters of recommendation submitted on the basis of a pledge of confidentiality prior to Jan. 1, 1975, will not be shown to students and financial records of the parents of the students will not be made available to students). They cannot, however, release information without prior written authorization from the student, except as follows:
  - To officials (faculty, staff, student workers/interns) and department chairs within NHTI who are directly involved in a legitimate educational concern for the student
  - To authorized federal/state officers as identified in Section 438 (b) 3) of Public Law 93-380
  - To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any persons; NHTI maintains records on students, although some students may not have all these items in their records: academic transcript of all work completed at NHTI; student financial accounts.
- Academic folder containing military education information for students eligible for military education benefits or medical records (in a separate file)
- Financial aid folder containing:
  - Application for admission
  - All correspondence to and from NHTI
  - Transcripts of previous academic records
  - Financial Aid applications
  - Recommendations
  - Standardized test results
  - Semester grade reports
  - Copy of parent's Confidential Statement or student's Confidential Statement
  - Financial aid correspondence
  - Financial aid awards and award acceptance forms
  - Records of money disbursed and/or hours worked
  - Affidavits
  - Promissory notes
  - Documents from any outside agencies awarding money to students
- Judicial proceedings (in a separate file) non-disclosure