Each student shall have the right to review with appropriate institutional personnel any information contained in the student’s records and to petition appropriate institutional officials for additions or deletions to the record where the accuracy of the information in the file is in question, except in the following instances:

1. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized health care or mental health professional.

2. Records created, maintained or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

3. Records relating exclusively to an individual in that individual’s capacity as an employee.

4. Confidential information relating to persons other than the student, including but not limited to financial records and statements of the parents of students, or any information contained therein.

5. Confidential letters and confidential statements of recommendation that were placed in the educational records of a student prior to January 1, 1975, provided that the letters and statements were solicited with the written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and were used only for the purposes for which they were specifically intended.

6. Confidential letters of recommendation and confidential statements of recommendation that were placed in the educational records of the student after January 1, 1975, respecting admission to an educational institution, respecting an application for employment or respecting the receipt of an honor or honorary recognition provided that the student has waived rights to inspect and review letters and statements of recommendation.

Responsible Office: Registrar