

STUDENT RECORDS, RIGHTS AND RESPONSIBILITIES

Information on policies related to student records, student rights and student responsibilities at the University of Louisville can be found on this page or by clicking on the following links to topic-specific pages:

- Academic Grievances (<http://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/academic-grievance-procedure/>)
- Classification of Students (<http://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/classification-students/>)
- Code of Student Conduct (<http://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/student-conduct/>)
- Code of Student Rights and Responsibilities (<http://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/student-rights/>)
- Religious Days and Observances (<http://catalog.louisville.edu/undergraduate/university-academic-policies/student-records/religious-observances/>)
- Student Records (<http://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/student-records/>)

These policies are effective for Academic Year 2021-2022 (Summer 2021 semester). Students enrolled in a term before this effective semester should consult with an advisor in their enrollment unit (<http://louisville.edu/advising/centers/>) if they feel that they are disadvantaged by any change from previous policies.

Previous catalogs are available via the archive page of this catalog (<http://catalog.louisville.edu/undergraduate/archive/>).

Student Rights and Responsibilities

Academic Grievances

The academic grievance procedure is designed to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty or a faculty member.

"Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance"
(The Redbook, Section 6.8.1).

Detailed information on how to submit and pursue a grievance can be found on the Office of the Provost website (<https://www.louisville.edu/provost/redbook/>).

Code of Student Conduct

The University's Code of Student Conduct is the University's policy regarding non-academic discipline of students and student organizations. Academic discipline of students is not covered by the Code, but rather falls within the authority of the individual academic units of the University.

Students are responsible for reading and abiding by the Code of Student Conduct.

The Code of Student Conduct can be found on the Dean of Students website (<https://louisville.edu/dos/students/studentrightsandresponsibilities/>).

Code of Student Rights and Responsibilities

The Code of Student Rights and Responsibilities is set forth in writing to provide students general notice of their rights and responsibilities at the University of Louisville. Further rights and responsibilities are set forth in other University rules and policies, including the Code of Student Conduct, Student Handbook, Residence Hall contracts, graduate and undergraduate catalogs and academic unit websites. It is the students' responsibility to be aware of all University rules and policies; students should check with the Dean of Students Office and with their academic units if they have any questions about the purposes or intent of these policies.

The Code of Student Rights and Responsibilities contains statements regarding the following:

- Admission and Financial Aid
- Class Rights and Responsibilities
- Academic Dishonesty
- Discipline Procedures for Academic Dishonesty
- Freedom of Expression
- Student Press
- University Facilities
- Use of University Name and Insignia
- Campus Residence Facilities
- FERPA/Privacy Guidelines
- Recognized Student Organizations
- Promulgation of University Rules Affecting Students

The Code of Student Rights and Responsibilities can be found on the Dean of Students website (<https://louisville.edu/dos/students/studentrightsandresponsibilities/>).

Work-Restricted Religious Observances/Holy Days

Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days.

Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in coursework on the grounds of religious observance, provided that the student(s) make such request(s) in writing two (2) weeks prior to the anticipated absence.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines.

Faculty and staff supervisors are directed to accommodate requests for absence for work-restricted religious holy days, unless it would cause an undue hardship. Further, whether the holy days are work-restricted or not, supervisors of faculty and staff should be sensitive to requests for accommodations.

Definition of Religious Observance/Work-restricted Holy Day

A recognized denominational sacred or holy day that is observed by persons or groups who are required—through a set or system of religious beliefs, laws/doctrines, tenets, canons or theology—to restrict or limit work and/or physical or mental activity directed toward the production or accomplishment of something; toil; labor.

This definition may include academic endeavors (e.g., examinations, classroom activities and research, or out-of-classroom learning experiences).

There is a distinction between religious holy days, sectarian holidays, and ethnic holidays and festivals which are routinely celebrated in the United States of America—e.g., Christmas, Thanksgiving, New Year's Day—and religious work-restricted holy days which are based upon religious tenets, laws, and/or doctrine—e.g., Yom Kippur, portions of Ramadan, or a work-restricted Sabbath.

Individuals who observe and/or follow these religious work-restricted holy days are not permitted to engage in day-to-day occupations, work, or attend school, including taking examinations or performing other routine commitments. Observances/practices vary from culture to culture within and across denominations.

While there are no work-restricted holy days within the Christian faith by tenet, Easter and Christmas often are considered to be non-work days by custom.

Student Records

Privacy of Student Records (FERPA)

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed 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 information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failures by the institution to comply with the act.

The University has adopted a policy which explains the procedures to be used by the university for compliance with the provisions of the act and the regulations adopted pursuant thereto. Copies of the policy and other FERPA information can be obtained online at [louisville.edu/library/archives/stupriv](https://library.louisville.edu/archives/stupriv) (<https://library.louisville.edu/archives/ferpa/>).

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Director, University Archives and Records Center, Ekstrom Library.

Student Information System

The Student Information System (SIS) is the electronic system that is used to register students and record their grades. It is from this system that transcripts are produced for students completing coursework at the university beginning with the 1982 fall semester.

Classification of Students

Undergraduate students are admitted to an undergraduate enrollment unit and classified as follows:

- **Full-time students:** students who are registered for 12 or more semester hours in a regular school session.

- **Part-time students:** students who are registered for fewer than 12 semester hours in a regular school session.
- **Regular students:** students who have satisfied the admissions requirements for the academic unit in which they are enrolled. **Special students:** students who do not satisfy the admissions requirements for the academic unit in which they are enrolled, but who are admitted by special consent.
- **Visiting students:** students regularly enrolled in other institutions who desire to register in one of the academic units of the University for one semester. Visiting students must be in good standing in their regular college or university.
- **Post-baccalaureate:** students holding baccalaureate degrees and taking further undergraduate work.
- **Auditors:** students enrolled in a class or classes on a noncredit basis.
- **Freshmen:** students who have fewer than 30 semester hours of credit.
- **Sophomores:** students who have 30 or more, but fewer than 60 semester hours of credit.
- **Juniors:** students who have 60 or more, but fewer than 90 semester hours of credit.
- **Seniors:** students who have 90 or more semester hours of credit but have not received baccalaureate degrees.

Change of Address

Students requiring address changes during and between terms can make the adjustments via the web through Ulink. Under the heading "Personal Information", select "home and mailing addresses", then select "edit."

Students may also go directly to the registrar's office, room 31, Houchens building, and submit their new address in person. Address changes will also be accepted by calling the registrar's office at (502) 852-6522. Verification of student personal identification number will be required.

Email Notification

The university will use the university email system to remind students of some academic and financial deadlines as well as notification of canceled courses. Students are expected to check campus email regularly and are responsible for the information conveyed through university email.