

**Hannibal-LaGrange University**  
**Policy Regarding the Family Educational Rights and Privacy Act of 1974**  
**(FERPA)**

**Right to Refuse Access or Copies:**

**Right to Refuse Access:**

Hannibal-LaGrange University (HLG) reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letter and statements of recommendation for which the student has waived his/her rights or access, or which were placed in the files before January 1, 1975.
3. Records connected with an application to attend HLG or a component unit of the university, if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.
5. When a record contains information about more than one student, the student may inspect and review only those records which are personally relevant.

**Refusal to Provide Copies:**

Hannibal-LaGrange University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance to HLG.
2. The student has an unpaid financial obligation to HLG.
3. There is an unresolved disciplinary action against the student.