

Workday Student Financials Guidebook

Office of Admissions and Student Records

Spring 2026

CRITICAL REGISTRATION DATES

November 24, 2025	<p>BILLS WILL BE AVAILABLE ON-LINE ONLY - they will not be mailed. You may view your bill by accessing the Financials Hub via Workday Student. You may pay your fees using an online check/bank draft, or a credit card, or in person at the Office of Bursar Operations using cash, check or money order.</p> <p>You will receive an email from the Financial Aid office (even you did not apply for financial aid) that contains a link to confirm your attendance. This step is required to:</p> <ul style="list-style-type: none">• Secure your class schedule for the Spring 2026 semester• Avoid having your schedule purged• Ensure your financial aid (if applicable) can be properly disbursed
January 7, 2026	<p>PAYMENT DUE DATE – Payment via Workday Student must be received by this date.</p> <p>Fee bill extensions are no longer granted. If your bill is not paid by this date your class schedule will be purged. If you are unable to pay your bill by this date, please contact the Office of the Bursar to set up a payment plan.</p>
January 20, 2026	Last day to receive 100% refund
January 20, 2026	Last day to drop without receiving a grade of “W”
January 20, 2026	Last day to add courses or register for courses as “audit”
January 30, 2026	Last day to receive 50% refund (No refunds given after this date)
March 13, 2026	Last day to drop a course or resign from the Law Center (“W” grades will be assigned)

BILLING AND PAYMENT INFORMATION

Your semester bill is available to view via your Workday Student (WDS) account only. The Office of Bursar Operations will notify students when bills are available to view.

You may pay your fees in the Financials Hub of Workday Student (WDS). Detailed instructions can be found in this booklet. You may also pay in person at the Office of Bursar Operations using cash, check or money order.

Please note that your registration must be completed by the published payment due date or the date that is listed on your bill in Workday Student. It is your responsibility to contact the Law Center, Office of Admissions and Student Records at 225-578-8646 if you do not receive a bill or receive a letter in lieu of a bill.

STUDENT AID AND SCHOLARSHIPS

If you anticipate some form of aid (scholarship, grant, loan, or exemption), please observe the following:

- All anticipated aid, scholarships and exemptions are contingent upon the specified requirements for receiving such aid. If for any reason you do not receive an anticipated award, you will be responsible for the full balance of your account.
- Anticipated financial aid stated on the fee bill reflects only the amount of aid needed to apply to fees as the date of this notice.
- If your financial aid is greater than the amount that you owe the University, you will be issued the remaining balance which will be processed the first week of class and be deposited into your designated bank account via direct deposit or sent as a paper check to the local mailing address. Aid balances that occur after the first day of classes will be issued as received.
- The anticipated aid will be applied to all current debt and to new semester charges.
- Students awarded federal student/parent loan funds have the right to cancel all or part of their loans through the Office of Undergraduate Admissions and Student Aid within 30 days of the first class day. If you do not cancel, you become responsible for the LSU account balance.

Late Registration Service Charge: *Students who do not complete registration by the published deadline date will be subject to cancellation of their course schedule and will be assessed a late registration fee of \$75 once their registration is completed.*

NOTE: You have completed registration only when your fees have been received and posted to Workday Student. You are strongly encouraged to check your payment status on WDS. Having courses scheduled is not proof of registration.

Special Notice to Financial Aid Recipients

It is important for you to complete the financial aid application process early enough each year so that the amount of aid you have been awarded will appear on your fee bill as anticipated financial credit. Otherwise, you will be responsible for the payment of your fees when you receive your bill. If payment is not received by the deadline indicated on your bill, your courses will be purged and you will be required to pay the \$75 late registration service charge.

Most major lenders transmit Federal Stafford, Unsubsidized Stafford loan funds electronically to the University to be credited directly to your student account. This process is known as Electronic Funds Transfer (EFT). Not all lenders use this process; however, but rather issue individual loan checks which must be signed by the student before applying the funds to your account. Loan checks issued by lenders not participating in the EFT process will be available at the Office of Bursar Operations beginning the first week of class. Checks for other programs will be available at the Office of Bursar Operation upon their receipt. Your financial aid award letter will provide you with detailed information regarding the process your particular lender utilizes in the delivery of these loan funds.

Additionally, Perkins Loan funds will also be applied directly to your student account on or about the first day of class (if all eligibility requirements are met). For all financial aid programs, however, you must have accepted the award(s) and you must enroll for at least the number of hours upon which your financial aid was based. Adjustments to credited amounts will be made based on your enrollment status after the last day to add courses.

Financial Aid and Resignations

Students resigning from the University without completing 60% of the enrollment period will be required to return part, or all, of the federal financial aid they received. This provision also applies to students who “unofficially withdraw” or stop attending classes. Students for whom proof of attendance cannot be established for at least 60% of the enrollment period will have charges placed on their student accounts for the appropriate amounts. The 60% completion point is calculated by applying the percentage to the number of days in the enrollment period (excluding scheduled breaks of five or more days).

Federal financial aid recipients officially resigning from the University may be entitled to a partial refund of tuition and certain fees based on the date of resignation.

For additional information, please visit or call the Office of Undergraduate Admissions and Student Aid in Pleasant Hall at 225-578-3103.

Special Notice to LSU Scholarship Recipients

LSU Board of Supervisors Scholarships, Tuition Waivers and Fee Exemptions will be applied directly to your student account provided you meet the specific program requirements. Once awarded, these will appear on your fee bill each semester or term as a credit provided you have scheduled the number of hours required by the scholarship. Scholarship programs which include cash awards will be disbursed after classes begin.

Refunds of overpayments will automatically be mailed to the student’s billing address at the time statements are prepared if the overpayment exceeds \$10. Overpayments of less than \$10 will be retained in the account and applied against future charges unless a refund is specifically requested by the student.

UNIVERSITY FEES

The Law Center tuition and fee schedules are located on the LSU Law website. **Mandatory fees are not covered by scholarships and tuition waivers.** All fee assessments and payments will be audited. Additional charges or refunds will be processed through the Office of Bursar Operations. Information regarding partial refunds of the University fee, non-resident fee, and student health service fee, can be obtained from the Law Center Office of Admissions and Student Records.

Refund Schedules for Schedule Changes/Cancellations/Resignations: 100%, 50%

The LSU Board of Supervisors may modify fees, board, and/or housing rates at any time and without advance notice. Tuition and fees for the upcoming academic year are usually updated online in July.

ADDITIONAL SERVICE FEES

Additional service fees are not covered by financial aid awards.

Students may select the following types of service fees: Dining Plans, Parking, Tiger Cash, and Health Insurance. In addition, part-time students may also elect to be assessed the Student Health Center and/or Student Recreational Sports Complex fees.

Tiger Cards

Tiger Cards are produced by the Tiger Card Office in the LSU Union, Monday-Friday, 7:15 am – 9:00 pm and Saturday and Sunday from 12 noon – 6 pm. The Tiger Card is a multipurpose card used to procure services, activities, and privileges available to students. The ID card is used to gain access to many events on campus, to check out library materials, for Tiger Cash and meal plans, and for access into certain campus facilities.

New students are issued their first Tiger Card at no cost. The Tiger Card is the property of the university and must be retained for each subsequent term of enrollment. The card should be carried by the student at all times and must be presented upon request by any university official. The card is nontransferable. Students who alter or intentionally deface a university card, who use the card of another, or who allow others to use their Tiger Card may be subject to university discipline and confiscation of the card.

Lost or stolen cards must be reported to the Tiger Card Office as soon as the loss of theft is discovered. Students who do not report lost or stolen cards in a timely manner may be held responsible for any charges incurred on the cards. A charge is assessed to replace a lost, stolen or defaced Tiger Card, even if the student is re-enrolling after an interruption of study. If a replacement card is issued, the original card is no longer valid and cannot be made valid.

TigerCASH

TigerCASH, a free debit card service to students, provides a safe, fast and convenient way to make purchases at various locations on and off campus. TigerCASH is accepted at all dining facilities as well as several merchants off campus. TigerCASH is the only way to copy and print documents on campus. It is accepted at vending machines and all laundry facilities across campus.

Dining Services

For a complete list of meal plans and the meal plan policy, please visit www.lsu.edu/dining. To make changes in meal plans please contact LSU Dining at 225-578-6642 or dining@lsu.edu.

Parking

Any student bringing a vehicle to campus must register for a permit and provide valid vehicle information that will include make, model, color, license plate number, and state. Student permits will automatically be charged to their Bursar Account.

Those that complete registration prior to the payment deadline will have their permits mailed to their billing address. It is the responsibility of the student to maintain a current mailing address with the Office of Parking & Transportation Services. Permits are required at all hours on weekdays, day and night, to promote campus safety. Students are required to keep accurate and updated license plate information at all times.

For more information on student parking, please visit www.lsu.edu/parking or call at 225-578-5000.

Student Health Insurance

The LSU Student Health Center is "in-network" with most major US-based insurance plans, including Louisiana Medicaid. Students are now able to conveniently use their insurance benefits at the SHC for services which are billed, including primary care, specialty care, sexual health and gynecology, psychiatry, injections, lab tests and x-rays.

Full-time and part-time students registered for resident study, excluding Continuing Education participants, are eligible to purchase the LSU Student Health Insurance plan for themselves and their dependents.

More information can be found on the Student Health Center website at www.lsu.edu/shc

International Student Mandatory Health Insurance

All non-immigrant international students in F and J student visa status are required to purchase and maintain adequate medical health insurance and repatriation/medical evacuation coverage while they're enrolled at LSU. F and J visa students will be automatically charged for and enrolled in the LSU SHIP.

Students may choose an alternate plan and request to be considered for a waiver of the LSU SHIP. The alternate plan must meet LSU's requirements, and the waiver request must be submitted by the semester deadline date. Waivers must be submitted each term.

To request the waiver, follow the steps listed below.

1. Go to www.gallagherstudent.com/lsu-batonrouge.
2. Follow the login Instructions.
3. Click "Waive" under 'Plan Summary'.
4. You will need your health insurance information.
5. Follow the instructions to complete the form.

More information on International Student Health Plans can be found at https://lsu.edu/administration/ofa/oas/bur/students/student_health_insurance_plan.php

University Recreation

The LSU Department of University Recreation (UREC) provides students and the University community with a range of recreational services, programs, facilities and equipment for weekday and weekend use year-round. As a full-time student, membership is covered in the University fees. Part-time students must purchase a part-time membership. Visit the UREC at 102 Student Rec Complex or at www.lsu.edu/urec to learn more.

HELPFUL TELEPHONE NUMBERS

ITS Help Desk (myLSU) 578-0100

Staff members in the Baton Rouge campus offices listed below will be able to assist you with questions or problems you may have during the hours of 8:00 a.m. to noon and 12:30 p.m. to 4:30 p.m., Monday through Friday. The campus area code is 225.

International Services Office 578-3191

Office of Bursar Operations 578-3357

Parking, Traffic, & Transportation 578-5000

Residence Food Service 578-8505

Residential Life 578-8663

Student Aid and Scholarships 578-3103

Student Health Center 578-6271

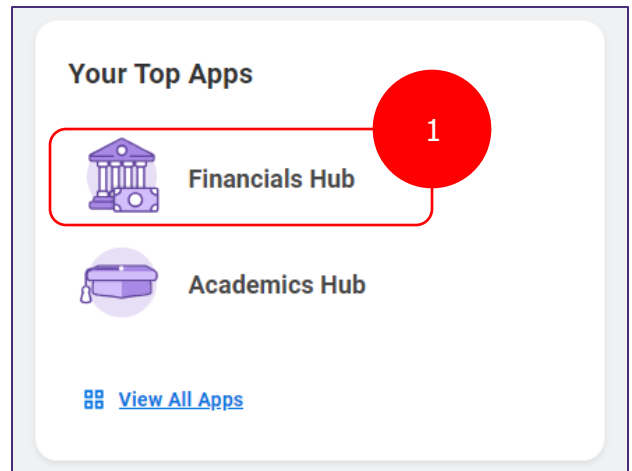
Student Recreational Sports Complex 578-8601

Tiger Cash 578-4300

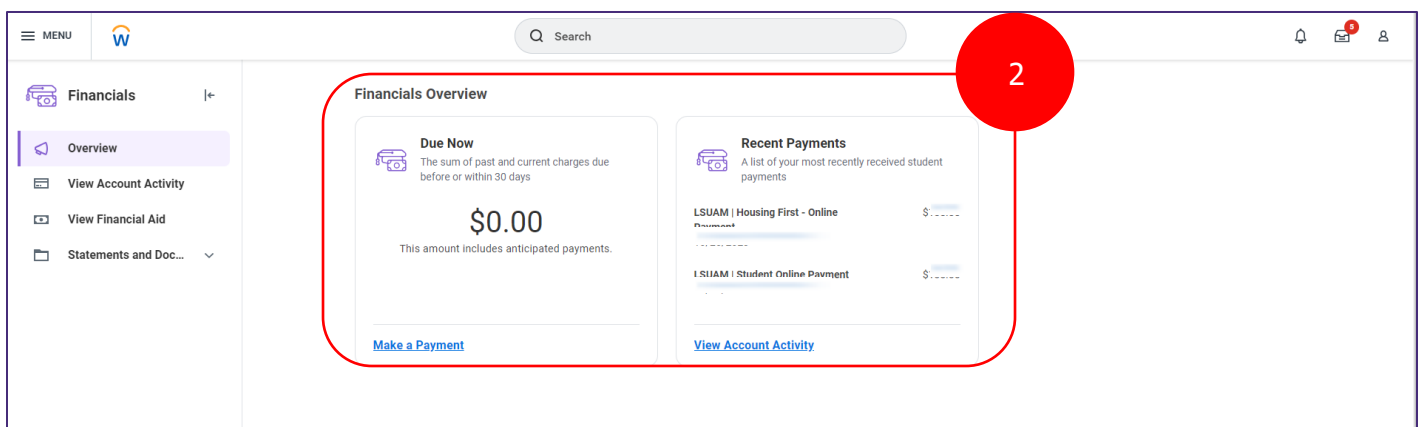
Financials Hub Overview (Students)

Navigate the Financials Hub to view all account financials, make a payment, and/or review your financial aid awards as a student.

1. On the Workday home page, navigate to Your Top Apps and click the **Financials Hub** icon.



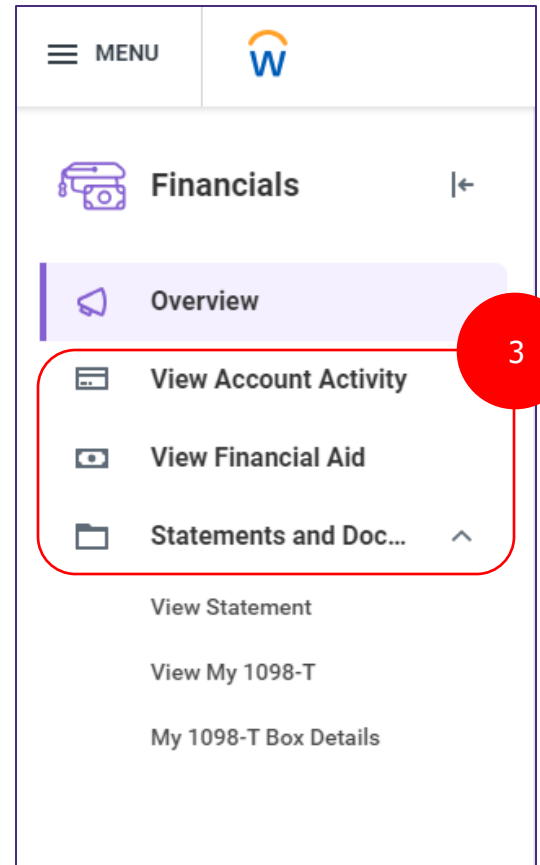
2. In the center of Financials Overview, click **Make a Payment** or **View Account Activity** to review Recent Payments.



Financials Hub Overview (continued)

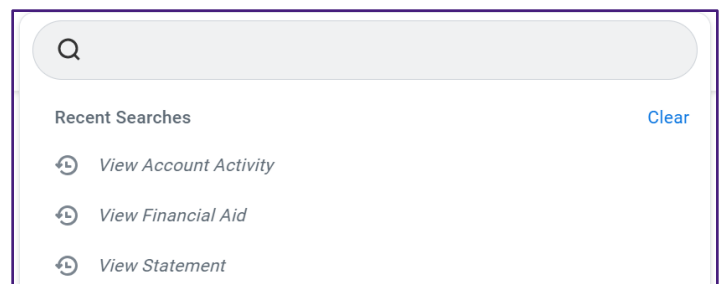
3. On the left, the 'Financials' **navigation panel** enables access to the following:

- Click **View Account Activity** to view account summary, transaction summary, due now details, and/or make a payment.
- Click **View Financial Aid** to access your estimated financial aid including a financial aid overview and estimated costs per award year.
- Click **Statements and Documents** to view statements for a specific academic period, range of academic periods, and/or the 1098-T form.



Helpful Hint:

Type **View Account Activity**, **View Financial Aid**, or **Statements and Documents** in the Workday search field as an alternative to navigate to the Financials' reports.



View and Pay Bill

This reference guide provides a step-by-step on how to view your bill, make a payment towards your bill, and enroll in a payment plan.

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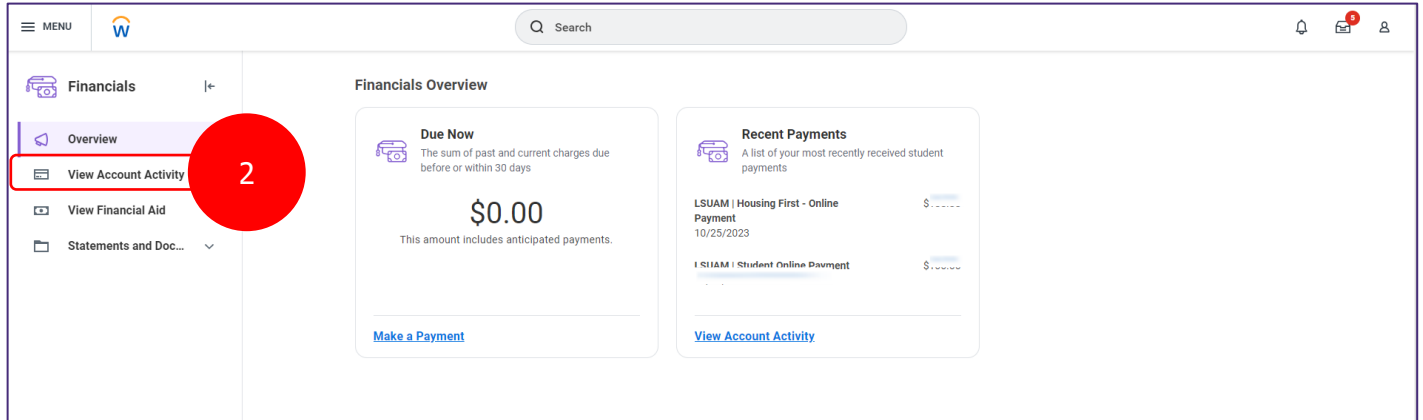
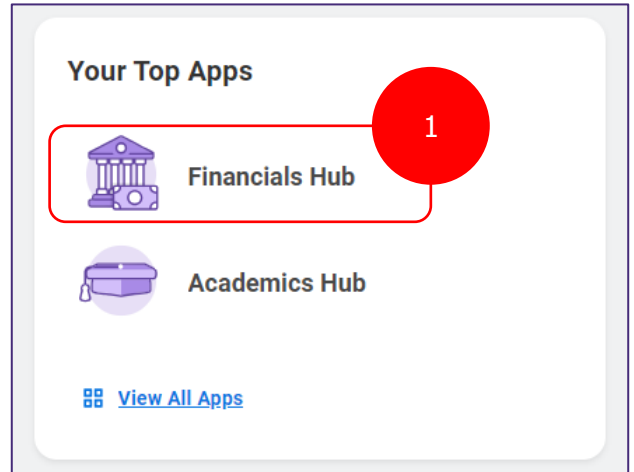
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Disclaimer: This guide is intended to outline payments processed in Workday but does not detail impacts of student payment decisions. If you have questions about anything related to student payments or payment plan options, please contact the LSU Bursar’s office before processing in Workday.

View Bill

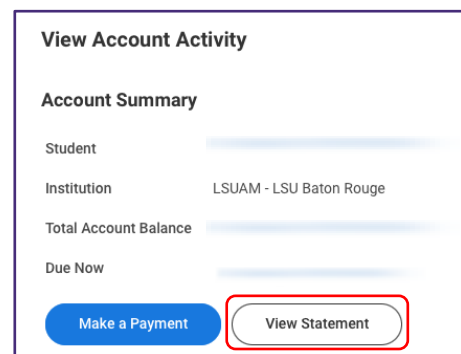
View account details and the outstanding student balance/bill.

1. On the Workday home page, navigate to Your Top Apps and click the **Financials Hub** icon.
2. In the navigation menu under Financials, click **View Account Activity**.



Helpful Hint:

Click **View Statement** if you need to view or download term-specific charges (e.g., Fall 2024 bill).



View Bill (continued)

3. The table contains charges to your account. The table includes:
- **Academic Period:** The term the charge is billed for.
 - **Transaction Date:** Date the charge was posted to your account.
 - **Due Date:** Date the charge is due to be paid.
 - **Description:** The description of the charge.
 - **Amount:** The amount of the charge.

View Account Activity

Account Summary

Student: [Redacted]
 Institution: LSUAM - LSU Baton Rouge
 Total Account Balance: 4,279.00
 Due Now: 4,279.00

[Make a Payment](#) [View Statement](#)

Transaction Summary | Due Now Details

28 items

Academic Period	Transaction Date	Due Date	Description	Amount
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM University Fees - Regular Semester	892.00
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Operational Fee	17.00
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Registration Fee	10.00
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Other Allocated Union Maintenance Fund	1.95
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Student Recommended Union Maintenance Fund	6.30
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Other Allocated Campus Life Support	3.00
Spring Semester 2024 (01/16/2024-05/11/2024)	12/07/2023	12/18/2023	LSUAM Student Recommended Mass Transit System	9.54

[OK](#) [Cancel](#)



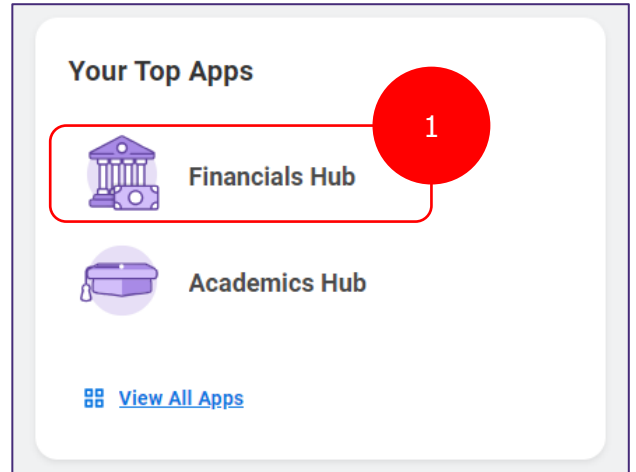
Helpful Hint:

Add filters to the list of charges by clicking on the column headers in the transaction history table displayed above.

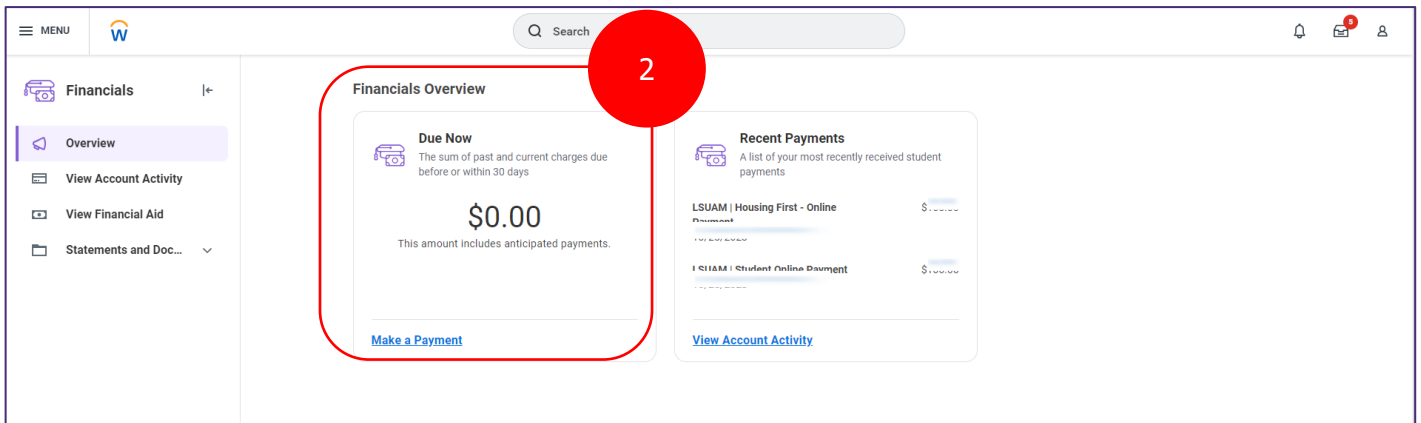
Pay Bill

Make a payment towards the outstanding student bill. Payments are processed immediately.

1. On the Workday home page, navigate to Your Top Apps and click the **Financials Hub** icon.

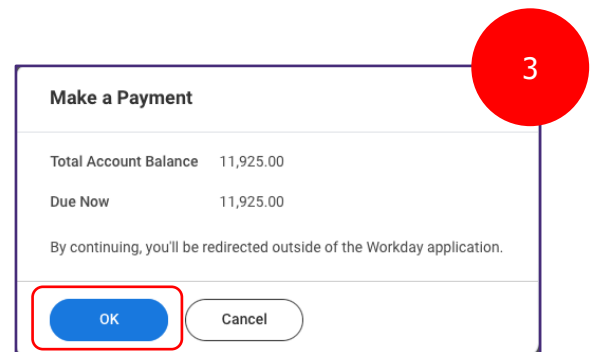


2. In the center of Financials Overview, click **Make a Payment**.



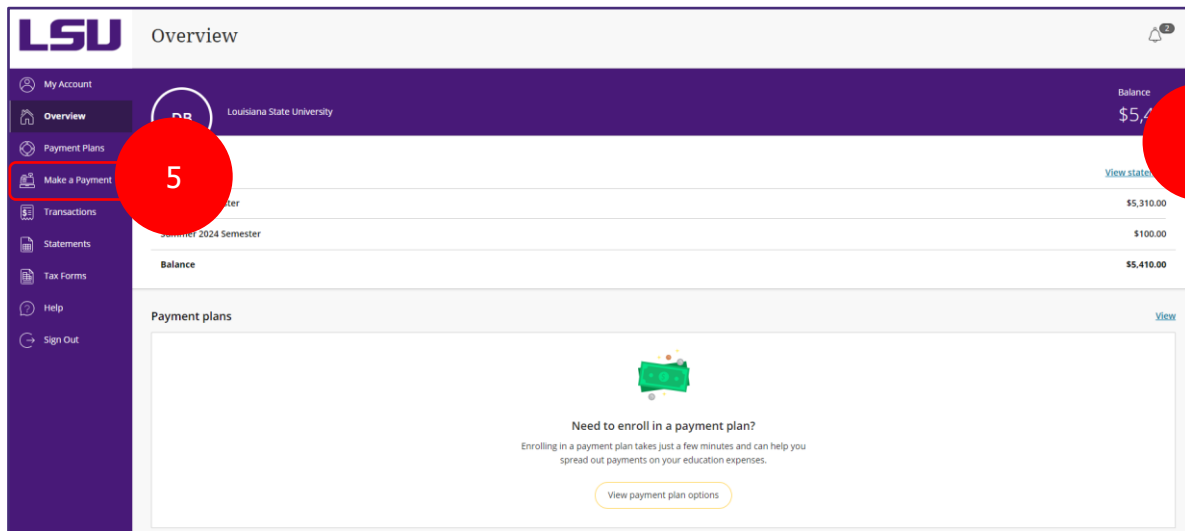
3. Click **OK** in the Make a Payment pop-up window to be redirected to Transact.

- Note: ensure your account is up-to-date prior to clicking OK to open Transact.

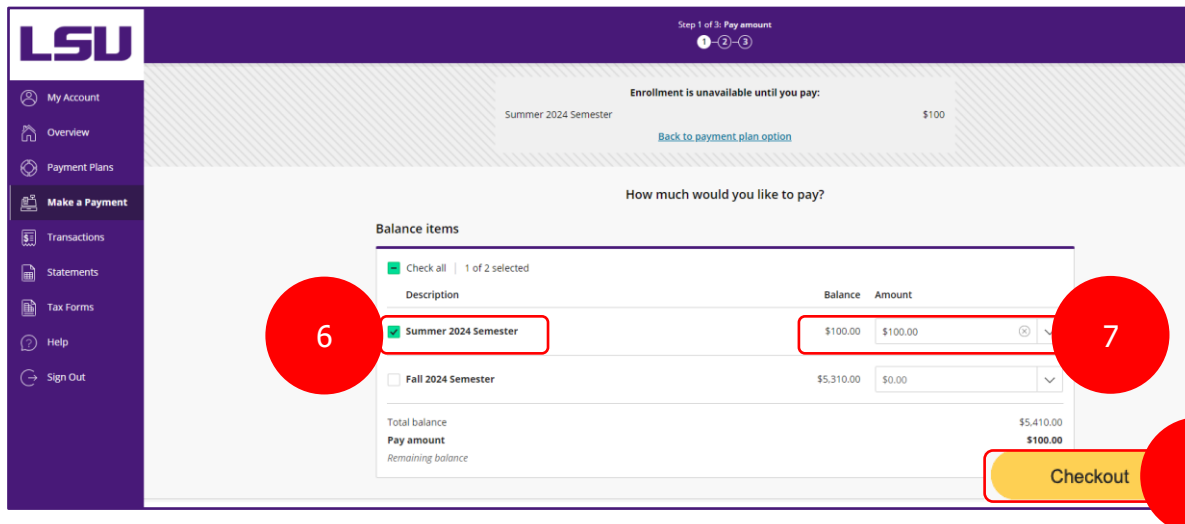


Pay Bill (continued)

- On the Transact overview screen, review any outstanding balances you have. Balances are grouped by term.
- Click **Make a Payment** from the navigation menu.

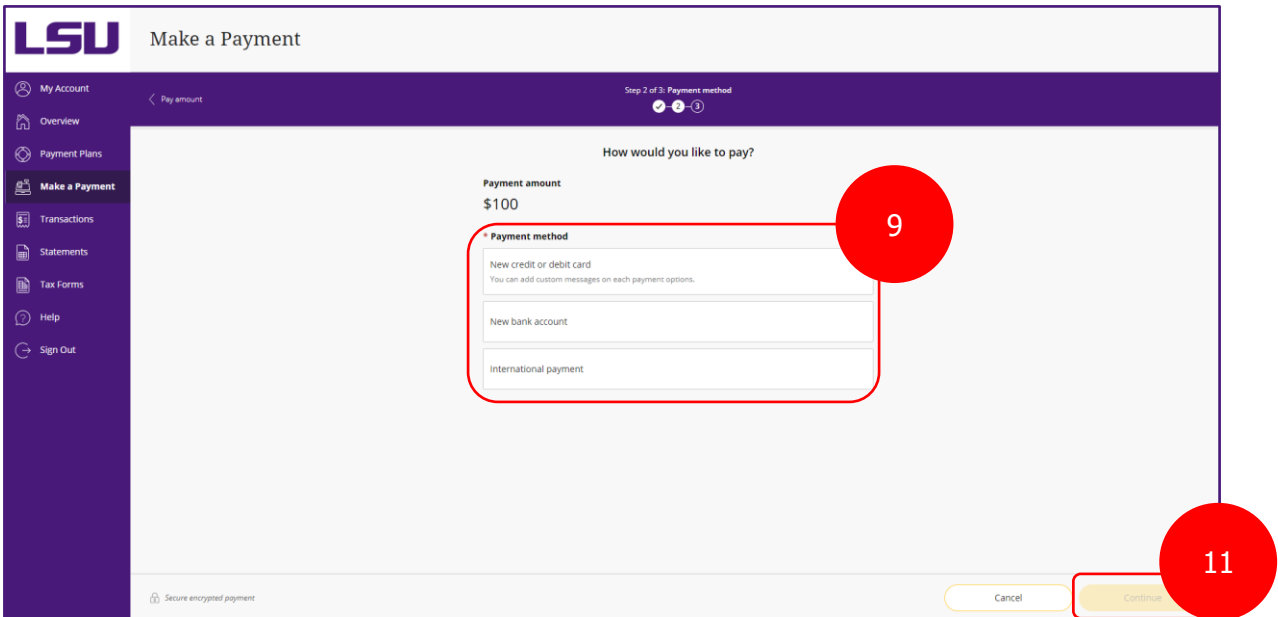


- Select the checkbox on the line(s) you wish to make a payment for.
- The payment amount will default to the entire amount. Change the payment amount if desired.
- Click **Checkout**.



Pay Bill (continued)

9. Select a payment method from the list of available options.
 - Note: all online payments will incur a service fee.
10. Enter payment details for the selected payment method.
11. Click **Continue**.

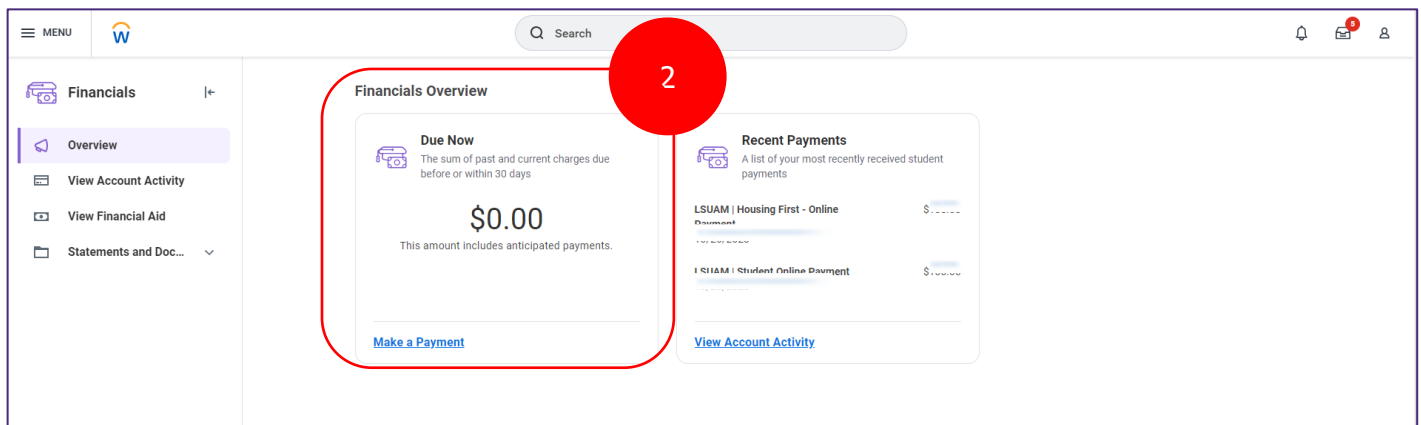
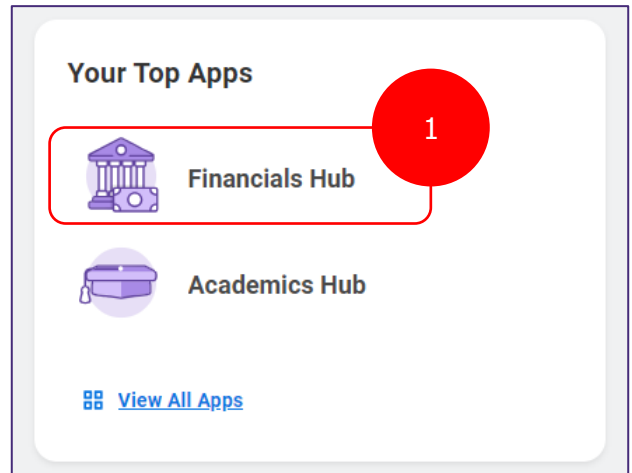


12. Select the checkbox to acknowledge the **Terms and Conditions**.
13. Click **Continue**.
14. The payment is processed and a receipt and transaction number are provided for confirmation purposes.

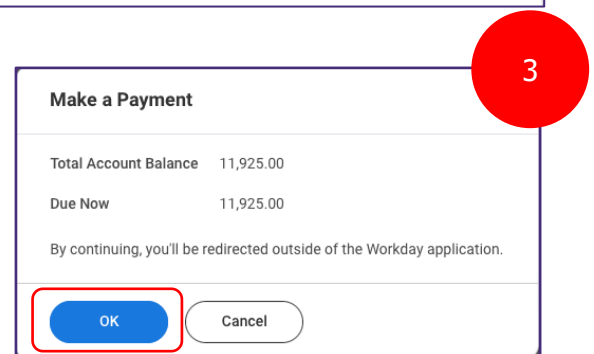
Setup Payment Plan

Setup a payment plan for an outstanding balance. Only certain terms may be available for a payment plan. Past due balances must be paid off to setup a payment plan.

1. On the Workday home page, navigate to Your Top Apps and click the **Financials Hub** icon.
2. In the center of Financials Overview, click **Make a Payment** to be redirected to the payment portal.

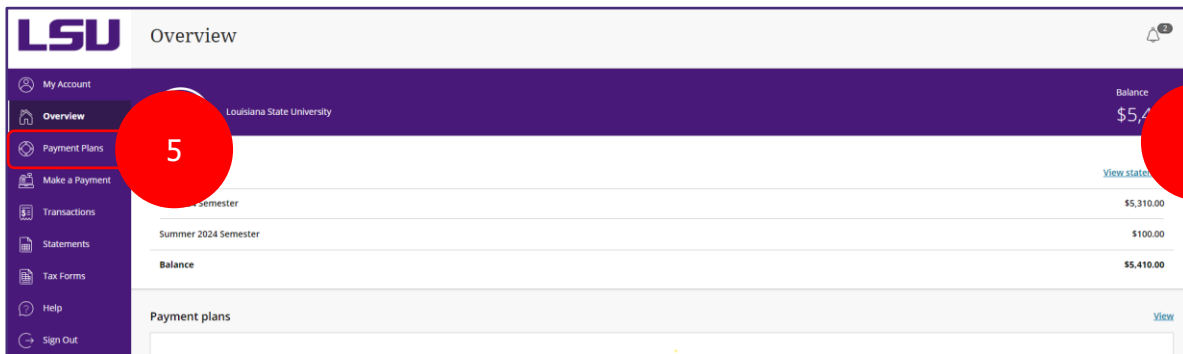


3. Click **OK** in the Make a Payment pop-up window to be redirected to Transact.

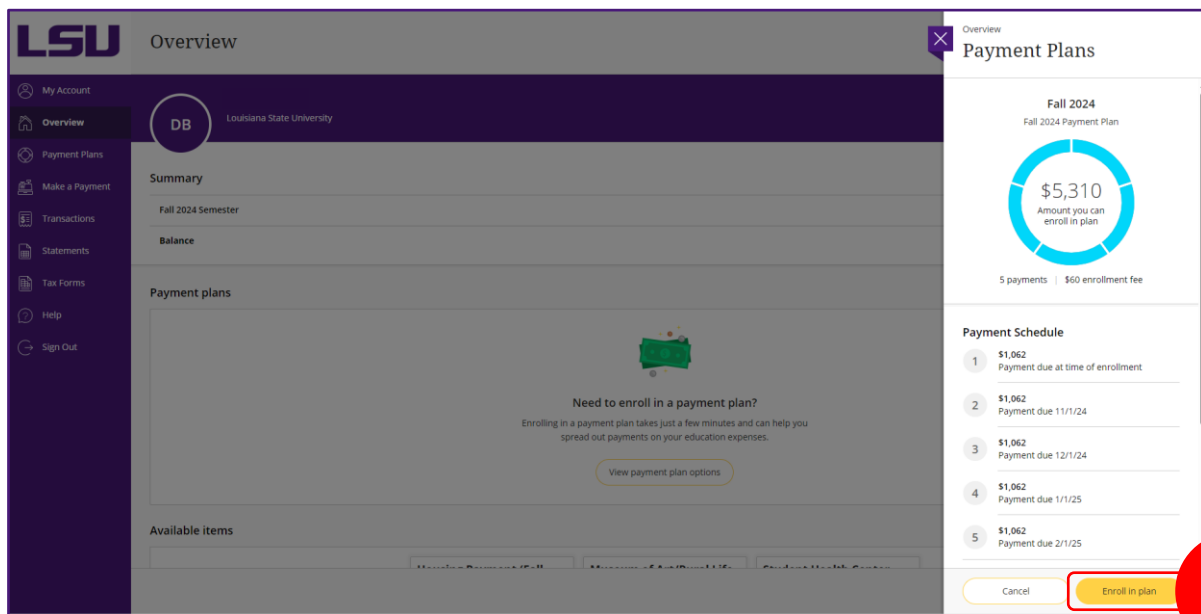


Setup Payment Plan (continued)

4. On the Transact overview screen, review any outstanding balances you have. Balances are grouped by term.
5. Click **Payment Plans** from the navigation menu.

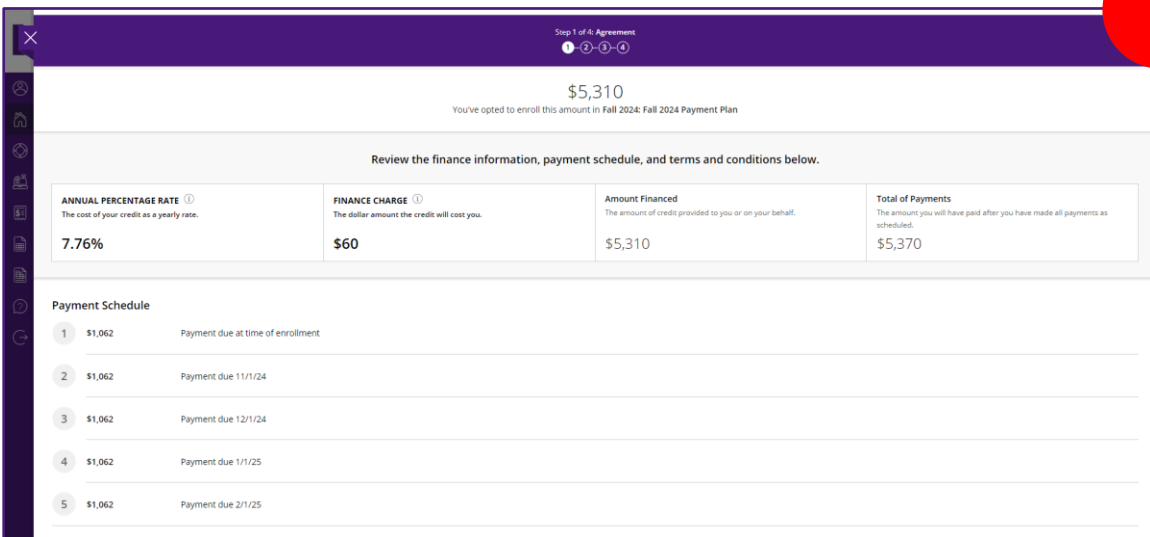


6. Click **Enroll in Plan.**
 - If this is your first time using a payment plan, click **Accept** on the eSignature disclosure pop-up.

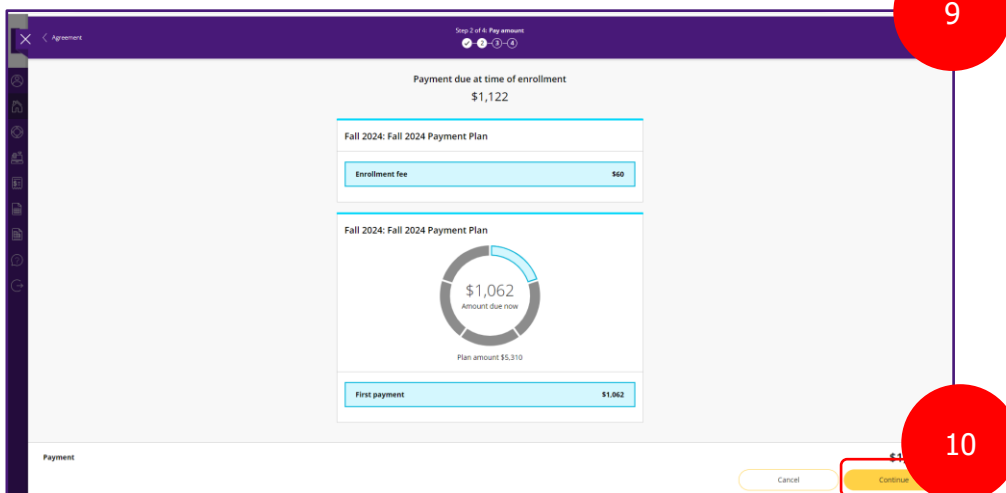


Setup Payment Plan (continued)

7. Review the agreement, containing payment plan due dates, amounts and charges.
 - Note: The payment plan **DOES NOT** charge interest. The Annual Percentage rate is **NOT** applied to your balance.

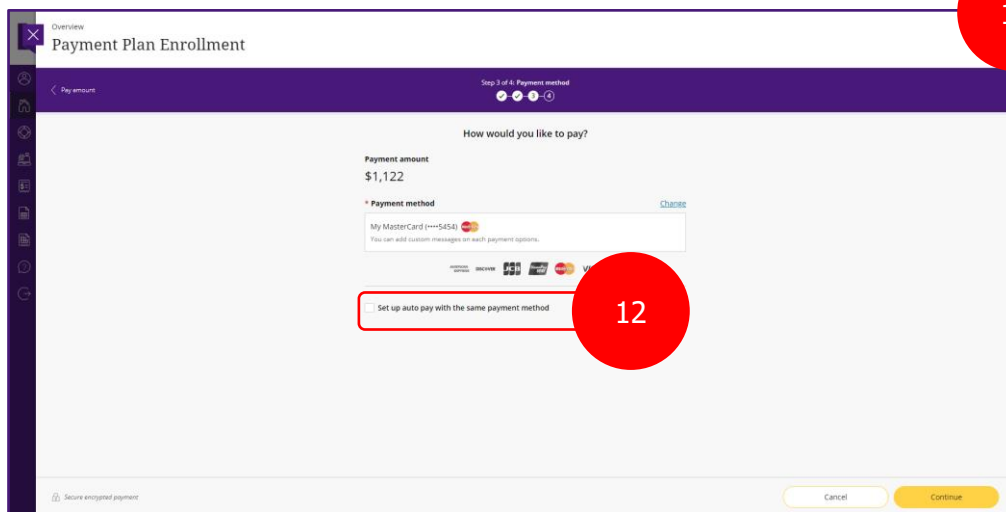


8. Enter your initials in the prompt and click **Continue**.
9. Review the enrollment fee and first payment amount.
10. Click **Continue**.



Setup Payment Plan (continued)

11. Select a payment method and enter payment details.
12. To use this payment for automatic payments of future balances due, check the **setup auto-pay** checkbox (Optional).
 - Note: If you do not setup auto-pay, you will need to return to Transact to make future payments by the due date.



13. Click the checkbox to acknowledge the terms and conditions for auto-pay, if selected (Optional).
14. Click the checkbox to acknowledge any service fee.
15. Click **Continue**.



Helpful Hint:

You must pay off any previous term balances before enrolling in a current or future term's payment plan.

Setup Payment Plan (continued)

16. Review the Amount due now and Payment Schedule.
17. Click the checkbox to acknowledge the terms and conditions.
18. Click **Continue** to submit the first payment.
19. A confirmation of enrollment and receipt of the first payment is displayed on the screen.

Amount due now

Fall 2024: Fall 2024 Payment Plan	
Enrollment fee	\$60.00
First payment	\$1,062.00
Service fee	\$33.27
Total	\$1,155.27

Payment Schedule

- 1 Payment due at time of enrollment
- 2 \$1,062 + \$30.27 service fee = **\$1,092.27**
Payment scheduled 11/1/24 | Payment due 11/1/24
- 3 \$1,062 + \$30.27 service fee = **\$1,092.27**
Payment scheduled 12/1/24 | Payment due 12/1/24
- 4 \$1,062 + \$30.27 service fee = **\$1,092.27**
Payment scheduled 1/1/25 | Payment due 1/1/25
- 5 \$1,062 + \$30.27 service fee = **\$1,092.27**
Payment scheduled 2/1/25 | Payment due 2/1/25

I acknowledge that I have read and accept the terms and conditions of the Transact Campus user agreement and I understand that my transaction includes a non-refundable service fee on each payment for the use of Transact Campus SmartPay. [View terms and conditions](#)

Continue



Helpful Hint:

The screenshot above illustrates scheduled payments and fees based on credit card auto-pay. Your screen may be different based on the plan's payment method.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Privacy and Release of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to herein as “the Act”), as amended, sets forth requirements designed to protect the privacy of student education records. The Act gives parents certain rights with respect to their children’s education records. These rights generally transfer to the student when he or she reaches the age of 18 or attends post-secondary (beyond 12th grade) school. The law governs access to records maintained by educational institutions and the release or disclosure of certain information from those records. This notice is published in each “Registration Schedule of Classes” to explain the rights of students with respect to records maintained by Louisiana State University and A&M College (“LSU” or “University”). It also outlines LSU’s procedures to comply with the requirements of the Act. Copies of the Act, the Federal Regulations adopted pursuant to it, and this notice are available for viewing on LSU’s website (www.lsu.edu/registrar), and in the Office of the University Registrar, Room 112, Thomas Boyd Hall, Baton Rouge, LA 70803.

Definitions

I Education Records

A. The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the University. The following categories of information are exempted and are **not** considered to be "education records":

1. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute of the maker.
2. Records maintained by the LSU Police Department for law enforcement purposes.
3. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
4. Records of student workers related exclusively to the student’s employment with the University.
5. Records only related to a former student (alumni records) that are not directly related to the student’s attendance as a student. Records of that individual while a student continue to be considered education records.

B. All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.

C. Each University unit has an obligation to keep a record of requests for access to, and disclosures of, personally identifiable information in student records information except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with written consent from the student. Students have the right to review this record of requests and disclosures of student record information.

II Personally Identifiable Information

Data or information which includes, but is not limited to the following:

- A. The student's name.
- B. The name of the student's parent or other family members.
- C. The address of the student or the student's family.
- D. A personal identifier such as the student's Social Security Number, LSUID, or biometric record.
- E. Other indirect identifiers, such as the student's date of birth, place of birth, mother's maiden name.
- F. Other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- G. Information requested by a person whom the University reasonably believes knows the identity of the student to whom the education record relates.

III Student

Any individual who is or has been in attendance at LSU and regarding whom LSU maintains education records.

Policy Detail

I Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

- A. Financial records of parents.
- B. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
- C. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

II Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

III Procedures for Inspection and Review

A. Students have the right to inspect and review education records within 45 days after receipt of the request for access. Requests to review records must be made separately, in writing, to each office maintaining records. That office will make arrangements to comply with the request as expeditiously as possible not later than 45 days after receipt of the request. If the records are not maintained by the office to which the request was submitted, that office shall so advise the student, and the student shall address his or her request to the appropriate office.

B. Information contained in education records will be fully explained and interpreted for students by University personnel assigned to, and designated by, the appropriate office.

C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

D. The University reserves the right to deny copies of records, including transcripts, not required to be made available by the Act if the student has an unpaid financial obligation to the University.

IV Right to Challenge Information in Records

A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or in violation of the students' privacy rights.

B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.

C. Students challenging information in their records must submit, in writing, a request for amendment of the records to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.

D. Within 45 days of receipt of the written request, the University shall inform the student as to whether the record will be amended. If the decision is negative, the University shall so notify the student and inform him or her of her right to a hearing regarding the request for amendment.

E. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

V Procedures for Hearing to Challenge Records

A. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.

B. Within 45 days of receipt of the written request for hearing, the University will inform the student of the date, place, and time of the hearing and the identity of the official in charge of the hearing. The notice will be mailed to the student at least two weeks in advance of the hearing.

C. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.

D. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV. The student may be assisted by individuals or an attorney at his or her expense.

E. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within 30 days of the hearing. The decision will be based solely on the evidence presented and will include a summary of the evidence and the reason(s) for the decision.

F. Should the hearing be in favor of the student, the record shall be amended accordingly, and the University shall notify the student of the amendment in writing. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and the hearing officer's decision, as long as the student's record is maintained by the University.

G. If students have questions regarding the procedure for challenging records, they should contact the Office of the University Registrar at registrar@lsu.edu or 225-578-1686.

VI Consent for Release Required

Written, dated, and signed consent must generally be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and name of the party or class of parties to whom the record are to be released, with a copy of the record sent to the student if he or she desires.

VII Release Without Consent

A. The requirement for consent does not apply to the following:

1. Requests from school officials who have a legitimate education interest on a "need to know" basis. School officials are members of the faculty and staff of LSU, including student employees or agents of the University, as necessary or appropriate, to conduct official business, as authorized by the University. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
2. Requests from a person employed by or under contract with the University to perform a special task.
3. To public officials as specified in the Act.
4. To agencies or institutions that have requested records in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. To organizations for use in studies designed to develop, validate, or administer predictive tests, administering student aid programs, and improving instruction. Such agencies must agree not to divulge personally identifiable records to third parties and must agree to ultimately destroy these records.
6. Requests in compliance with a judicial order or lawfully issued subpoena, provided the University makes a reasonable attempt to notify the student in advance of compliance (except in certain cases involving grand jury subpoenas and subpoenas issued for law enforcement purposes and the court has ordered that the existence of the subpoena not be disclosed); or, when the University is involved in a legal action with a parent or student, where disclosure to the court, without a court order or subpoena, of records that are relevant for the University to proceed as plaintiff or to defend itself is permissible.
7. To comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
8. Requests in connection with a student's application for or receipt of financial aid.
9. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act for disclosure of records to organizations conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
10. Information submitted to accrediting organizations.
11. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986.

12. To parents or legal guardians of a student regarding the student's violation of any Federal, State or local law, or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance.

13. To any person, including a parent, whose knowledge of the situation is necessary to protect the health or safety of the student or any other individuals when, considering the totality of the circumstances, the University has determined that there is an articulable and significant threat to the health or safety of a student or any individual.

14. To authorized federal officials who have need to audit and evaluate federally-supported programs.

15. To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.

16. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including the Social Security Number, grades, or other private information — may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to the records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

17. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

18. To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.

19. To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section.

20. Requests for "directory information" (see item VIII).

B. The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g., a transcript or diploma) or is provided to a third party. In addition,

degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

VIII Directory Information

A. LSU, in accordance with the Act, has designated the following information about students as public (directory) information:

1. Name
2. Address (local, home, and e-mail)
3. Telephone (local and home)
4. Major field of study/classification
5. Dates of attendance
6. Degrees, awards, and honors received
7. Most recent educational agency or institution attended
8. Participation in officially recognized activities and sports
9. Weight and height of members of intercollegiate athletic teams

B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld needs to complete a form available in the Office of the University Registrar. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information.

C. The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

D. Given the ability of students to stay connected with family and friends via the Internet, etc., the University **strongly recommends** that personnel with access to directory information not release any addresses, phone numbers, or e-mail addresses to third parties. Requestors are to be directed to the Office of the University Registrar.

E. The University publishes student address information on the MyLSU Directory, but not on the public directory. If students want to withhold their address information from the MyLSU Directory, they may do so using the MyLSU Directory Information application.

IX Complaints, Concerns, or Suggestions

Final responsibility for the interpretation of the provisions of this policy rests with the University Registrar. Any student who has reason to believe that the University is not complying with the Act or this policy should inform the University Registrar in writing. The University Registrar shall promptly review all such allegations. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the Act.

Campus Crime Prevention Guide

This information is provided pursuant to the Student-Right-To-Know Act, also known as the Jeanne Clery Act.

For more information on the LSU Police Department or to check the daily blotter visit their website at www.lsu.edu/police/crime-information/daily.php.

LSU's crime statistics are published in accordance with the 1998 provisions of the Student Right-To -Know and Campus Security Act (Jeanne Clery Act) and can be found on the LSU Police web site (www.lsu.edu/police/index.php - select Clery & Crime Statistics). The information can also be found at the U.S. Department of Education, Office of Postsecondary Education website at <https://ope.ed.gov/campussafety/#/>. This site will allow you to search and compare statistics with other institutions. You may also contact the LSU Police Department (225-578-3231) for a printed copy of the information.

A copy of LSU's Clery Report is available at <https://www.lsu.edu/police/crime-information/index.php>.

Emergency Numbers

LSU Police.....911 or 578-3231
Crimestoppers.....389-3361
Baton Rouge City Police.....911
EBR Parish Sheriff.....911
Baton Rouge Fire Department.....911

LSU Substance Abuse/Drug Abuse Policy

The LSU Law Center is committed to maintaining an environment which supports the research, teaching, and service mission of the University. The illegal or abusive use of drugs or alcohol by any member of the University community interferes with the accomplishment of this mission. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes 40:964 and the illegal possession and/or consumption of alcohol. A copy of LSU's Substance Abuse/Drug Abuse Policy is available at <https://www.lsu.edu/police/safety/drug-awareness.php>.