

PROCEDURE DOCUMENT

Subject: Assuring Student Rights Regarding Education Records			
Section Student Affairs	Effective Date 12/19/19	Last Reviewed	Revision Date

I. PROCEDURE(S)

- A. The University's Student Education Records Policy governs the conduct of University Officials and departments as custodians of student education records.
- B. The University will take the following actions to assure those records are protected:
 1. Each year, the University will publish information about the University's policy on Student Education Records.
 2. Each year, active students will receive a notification about the University policy on Student Education Records.
 3. The University will keep a record of each request that has been made for personally identifiable information. This information will be kept with the student record and include the following:
 - a. Name of the student
 - b. The name of the persons or institutions that have requested or received personally identified information
 - c. The reasons for requesting or obtaining the information
 - d. The disposition of the request
 - e. The date of the request or release
 4. No formal record is required in instances of disclosure to the student who is the subject of the record or to persons within the University who are eligible to receive information, nor is a record required when directory information is given.
 5. The record of disclosure may be inspected by the student who is the subject of the record, by the custodian, and by persons authorized to audit record keeping procedures.

II. POLICY REFERENCE

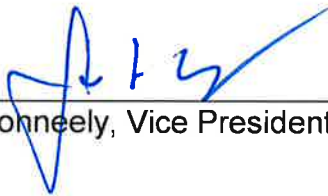
The procedures above are part of the operational implementation of the University's Student Education Record Policy, and are in compliance with that policy.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Affairs

Review: Every three years (or more frequently if needed)

IV. APPROVAL



James Conneely, Vice President for Student Affairs

12-13-19
Date

REVISION/REVIEW LOG

Revision Number	Approved Date	Description of Changes