

# PROCEDURE DOCUMENT

Subject: Assuring Student Rights Regarding Education Records

Section Effective Date Last Reviewed Revision Date Student Affairs 12/19/19

# 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

### **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 C, Vice President for Student Affairs, Date

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