

PROCEDURE DOCUMENT

Subject: **Students Managing Their Educational Records**

Section	Effective Date	Last Reviewed	Revising Date
<b>Student Affairs</b>	<b>12/19/19</b>		

**I. PROCEDURE(S)**

**A. Request Non-Disclosure of Directory Information**

A registered student may prohibit disclosure of Directory Information during the term of the student's enrollment by completing the [Request to Limit Disclosure of Directory Information form](#).

--

other personal rights, they will amend the record accordingly and inform the

student in writing.

4. If the custodian denies the request to amend the record, they must inform the student in writing and indicate the reason for refusal. They must also advise the student of their right to a hearing to challenge the content of the record and their right to place a statement in the education record commenting upon the information.

#### D. Appealing the Decision to Amend Education Records

If the hearing officer decides that the information is inaccurate, misleading,

[REDACTED]

incomplete, or otherwise in violation of the student's privacy or other personal rights, the Provost or the deaconess will direct the custodian to amend the record.

[REDACTED]

12/13/19  
Date