

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 personally identifiable information. This information will be kept until

[REDACTED]

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 - 3
Date

