

**PROCEDURE DOCUMENT**

Subject: **Assuring Student Rights Regarding Education Records**

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

**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

