

Disclosure of Student Records to the Student

Students have the right to inspect, in the presence of the appropriate record official as stated in Section E of this policy statement, records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the appropriate records office (Admissions, Records, Director of Financial Aid, or Vice-President of Financial & Administrative Services) and present a written request. If the student cannot personally appear, a notarized request to the appropriate records office is acceptable. The request for inspection shall be granted within forty-five (45) days after the request has been received. The records official will determine if copies of the documents are required. The right of inspection does not include financial statements of parents, confidential recommendations prior to January 1, 1975, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph H.