

STUDENT REQUEST TO REVIEW HIS/HER UNIVERSITY FILE

Student Name _____ Date of Request _____

Preferred Appointment: Day _____ Time _____

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires the university to make student records available within 45 days of the request in accordance with the statement that follows:

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Arcadia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, disciplinary, academic, financial, cooperative education, and placement files. Students wishing to review their education records must make written request to the Registrar, listing the items of interest. Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of such records with the following exceptions: a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. Copies will be made at the student's expense at the rate charged per copy on campus copy machines. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the security unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial records of the parents or any information contained therein; materials to which the student has waived his right of inspection and review including confidential letters and recommendations associated with admission, employment or job placement; or education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

Date request granted _____

Material reviewed _____

Name of person supervising inspection _____