University of Dallas	Data and RecordsPolicy Student nt	POLICY A DA-S Responsible Executive: Provost Responsible Office: Office of theProvost Issued:7.1.21 Revised: n/a
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## 1. PURPOSE

This Policy guides the University of Dallas in providing students with access to education. recommendation in tended as part of the University's compliance with 34 C.F.R. Part 99 (Family Educational Rights and Priva Act), Subpart B(§§ 99.10-12).

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- 5.2.3. A specification of criteria for determining who constitutes a University official and what constitutes a legitimate educational interest for purposes of disclosure of personally identifiab information under Policy AA-D Disclosure of Education Records
- 5.3. Reasonable noticeThe University will make reasonable effort to provide this notice by a means that is reasonably likely to inform students of their rights.

## 6. DEFINITIONS

[34 C.F.R. <u>§99.3</u>].

- 6.1. "Attendance" includes, but is not limited to -
  - 6.1.1. Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other content or content of the content of t







Determination on Request	The record holder will provide the student with access to education record, unless it is subject to an exemption or acc otherwise prohibited by law or University policy.		
Waivers of Right of Access	<ol> <li>A student may submit written waiver of the student's right access to an education record.</li> <li>The written waiver should be submitted to the Office of Registrar, where it will be maintained.</li> <li>The Office of the Registrar will notify other offices or department of the waiver as appropriate.</li> </ol>		
Revocation of Waiver	<ol> <li>A student may revoke the student's written waiver of the right access to an education record.</li> <li>The revocation, which must be in writing, should be submitted the Office of the Registrar, where it will be maintained.</li> <li>The Office of the Registrar will notify other offices or department of the revocation, as appropriate.</li> </ol>		
Annual Notification of Rights	<ol> <li>The Office of the General Counsel will develop the an notification of student privacy rights as specified in this Policy.</li> <li>The Office of the General Counsel will provide the annotification to the Office of Student Affairs and the Office Admissions.</li> <li>The Office of Student Affairs will provide the annual notificat to all current students.</li> <li>The Office ofAdmissions will provide the annual notification to prospective students.</li> </ol>		
9. POLICY ENFORCEMENT			
Enforcement	The Office of General Counset theOffice of the Provostvill investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.		
Reporting Violations	Report suspected violations of this Policy to the Office of General Counselor the Office of the Provost		
10. RELATED DOCUMENTS			
Policy or Document	Web Address		
Student Request to Inspect or Review Education Record (onli form)	https://forms.gle/w1oVdhMXpws3xr9f6 ne		
Policy ADA - Data and Records Policy - Access to University Records	;		