

<p style="text-align: center;">University of Dallas</p>	<p style="text-align: center;">Data and Records Policy</p> <p style="text-align: center;">Student nt</p>	<p>POLICY A DA-S Responsible Executive: Provost Responsible Office: Office of the Provost Issued: 7.1.21 Revised: n/a</p>
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1. PURPOSE

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

2.

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 identifiable information under Policy ADA-D - Disclosure of Education Records

5.3. Reasonable notice
The 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. §99.3.]

6.1. “Attendance” includes, but is not limited to -

6.1.1. Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic or information technology, including the use of a personal telephone (cellular or landline), television, or video.

Determination on Request	1. The record holder will provide the student with access to education record, unless it is subject to an exemption or access otherwise prohibited by law or University policy.
Waivers of Right of Access	<ol style="list-style-type: none"> 1. A student may submit a written waiver of the student's right of access to an education record. 2. The written waiver should be submitted to the Office of Registrar, where it will be maintained. 3. The Office of the Registrar will notify other offices or departments of the waiver, as appropriate.
Revocation of Waiver	<ol style="list-style-type: none"> 1. A student may revoke the student's written waiver of the right of access to an education record. 2. The revocation, which must be in writing, should be submitted to the Office of the Registrar, where it will be maintained. 3. The Office of the Registrar will notify other offices or departments of the revocation, as appropriate.
Annual Notification of Rights	<ol style="list-style-type: none"> 1. The Office of the General Counsel will develop the annual notification of student privacy rights as specified in this Policy. 2. The Office of the General Counsel will provide the annual notification to the Office of Student Affairs and the Office of Admissions. 3. The Office of Student Affairs will provide the annual notification to all current students. 4. The Office of Admissions will provide the annual notification to prospective students.

9. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel and the Office of the Provost will 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 Counsel or the Office of the Provost

10. RELATED DOCUMENTS

Policy or Document	Web Address
Student Request to Inspect or Review Education Record (online form)	https://forms.gle/w1oVdhMXpws3xr9f6
Policy ADA - Data and Records	
Policy - Access to University Records	

Policy ADA-A - Data and Records Policy Amendment of Education Records <https://udallas.edu/about/universitypolicies/index.php>

Policy ADA-D - Data and Records Policy Disclosure of Education Records <https://udallas.edu/about/universitypolicies/index.php>

Policy ADS- Data and Records Policy - Security and Storage of University Records <https://udallas.edu/about/universitypolicies/index.php>

Policy ADR - Data and Records Policy - Retention of University Records <https://udallas.edu/about/universitypolicies/index.php>

Policy ADD - Data and Recorddc