

Federal Compliance

Dordt University

Student Record Privacy and Access Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

1. The right to inspect and review the student's education records within 45 days of the day Dordt University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The appropriate Dordt University official will make arrangements for access and notify the student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Dordt University to amend the record that they believe is inaccurate or misleading. They should write the Dordt University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Dordt University decides not to amend the record as requested by the student, Dordt University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Written student consent must be obtained before releasing personally identifiable data about the student from the records.

The university reserves the right to notify parents or guardians, regardless of the student's age, status, or conduct, in health or safety

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