

NOTIFICATION OF RIGHTS UNDER FERPA

Inspect and Review

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students may submit written requests that identify the record(s) they wish to inspect to the appropriate department (e.g., Registrar, Financial Aid). The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.