



Guidance Information > Academic Records Policy

Student Academic Records Policy

Student records are defined as documents which contain information directly related to students. All student records are considered confidential. Only the student, immediate family, President, Vice President and Registrar may review student records and accordingly subject to:

- The University may disclose routine information without prior written consent from the student. Such information includes only the following items: student's name, degree received, major of study, awards received and participation in officially recognized activities and sports.
- A student has the right to: Inspect and review all documents contained in his/her record or request change or update to his/her personal data.
- The University may release information other than the routine ones upon written consent from the student. This consent must specify the information that is to be disclosed and provide the names and addresses of the individuals or institutions to which disclosure is to be made.
- The University reserves the right to disclose student's records to the student's immediate family and to the private or public authority sponsoring the student.

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