

# Student Access to Records

Northwest Nazarene University is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Any student at NNU may personally inspect, review, and have a copy made of any record kept on them. Where information regarding a student is commingled with that relating to other students, the student may have the information concerning only herself or himself transmitted orally. Anything in a student's record that the student does not understand will be explained. The records are reviewed and materials expunged, periodically.

In order to protect the right to privacy, the University will not make any personally identifiable records available, without the student's written consent, to anyone other than NNU officials with a legitimate educational interest, officials of other schools to which the student has applied, certain government officials, and certain persons in connection with an application for financial aid. However, according to FERPA regulations, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent.

If students conclude that their record contains inaccurate, misleading, or otherwise inappropriate data, students may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material.

If a satisfactory agreement cannot be reached informally, the student may proceed with the University appeal process. The claim of incorrectness must be proved before any material will be removed. The result of the judicial process will be provided to the student in writing within a reasonable period of time and is final.