


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 545.1</b>		
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	<b>Last Revision Date:</b>	02-12-03	
<b>Effective Date:</b>			
<b>Section:</b>	Student Services	<b>Subject:</b>	Student Record Confidentiality

## PURPOSE

The confidentiality of student records and information will be maintained.

## PROCEDURE

1. The College will comply with the Family Educational Rights and Privacy Act (FERPA).
2. Any student who desires additional information about rights relating to his or her student records or about the Family Educational Rights and Privacy Act (FERPA), including FERPA regulations in Section #34, Part 99, of the Code of Federal Regulations (CFR), should contact the Associate Dean for Enrollment Services.
3. The College will publish annually a summary of FERPA rights and a reference to this procedure in the College catalog.