



**ADLER UNIVERSITY
STUDENT REQUEST TO REVIEW FILE**

Student Name: _____

Date of Request: _____

Preferred Appointment Day: _____

Preferred Time: _____

The Personal Information Protection Act (PIPA) requires all schools to make student records available within 30 days of a student request in accordance with the following statement.

The laws provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Adler University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, disciplinary, academic, financial, cooperative education, and placement files. Students wishing to review their education records must make written request to the Registrar, listing the items of interest. Records covered by FERPA and PIPA will be made available within 30 days of the request. Students may not obtain copies of such records, as the information contained therein remains the property of the University. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the security unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing. Students may not inspect and review the following as outlined by the Act:

- financial records of the parents or any information contained therein;
- materials to which the student has waived his right of inspection and review including confidential letters and recommendations associated with admission, employment or job placement; or
- education records containing information about more than one student, in which case the School will permit access only to that part of the record which pertains to the inquiring student.

OFFICE USE ONLY:

Review Date: _____

Material Reviewed: _____

Review Supervised By: _____ Title: _____