SSM 203–04: Student Self-Imposed Holds

Purpose
To allow students to restrict access to and disclosure of their academic records

Sources
Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment), 20 United States Code § 1232g (1982)

Policy
A student may assign or restrict access or disclosure of his or her academic records to third parties other than authorized university personnel and others authorized by the Buckley Amendment. To make such a request, the student must contact University Registrar Services:

1. in person, with appropriate identification, at any registrar location on any campus
   or
2. by mail or fax and by providing a written signature.

The request is in effect until the student notifies any registrar location on any campus that the request is no longer valid.

Procedure

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Student</td>
<td>1. Present in person to any registrar location on any campus a written request or a Withhold Directory Information Request form to assign or withhold academic records to third-party access. Provide appropriate identification, including a photo ID.</td>
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<tr>
<td>University Registrar Services</td>
<td>2. Update the student’s record on the student system. File original written request and note information on the student’s permanent record card (PRC) at the Tempe campus if applicable.</td>
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</table>

Cross-Reference
For information regarding departmental requests to place student records on hold, see SSM 201–07, “Administrative Registration Holds on Student Enrollment.”

For information regarding parental rights of access to the academic records of dependent students, see SSM 203–08, “Affidavit of Dependency for Release of Records.”