



# Bethesda University

## INFORMATION REGARDING STUDENT REQUESTS TO INSPECT EDUCATIONAL RECORDS

### **Definition of Educational Records**

As defined by the Family Educational Rights and Privacy Act (“FERPA”), “education records” are those records (with limited exceptions) which are directly related to a student and that are maintained by the institution. The term “education record” does not include:

1. Private notes or records held by educational personnel and not accessible to or reveal to any other person but are kept in the sole possession of that teacher or administrator.
2. Student medical, psychological or psychiatric records created and maintained by Bethesda University solely for treatment purposes. The student, however, does have the right to have those records reviewed by a physician, psychologist or psychiatrist of their own choice.
3. Records of students which related exclusively to the students in their capacity as an employee and which are made and maintained by Bethesda University in the normal course of business.
4. Parent’s financial information submitted to Bethesda University, including statements in connection with applications for scholarships or financial aid.
5. Student records created and maintained by the Office of General Affairs of the University for Campus Safety purposes.
6. Documents, records or data to which the student has specifically waived in writing their right of access. Such waiver of access is not and shall not be treated by Bethesda University as a condition for admission.

### **Identification and Location of Education Records**

1. Admissions applications, references submitted in the admissions process (except where the right to inspect has been waived by the student), transcripts from other institutions and other academic records. Location: Office of Academics. Records Custodian: University Registrar.
2. Student Financial records. Location: Office of Financial Aid. Records Custodian: Director, Office of Financial Aid and Accounting.
3. Academic Department Offices. Some majors have major-specific student academic records which may be inspected by the student. These may include certain credential, practicum, or internship. Inquire at the departmental office for specific information. Records Custodian: Department Chair.
4. Student Development Records. Location: Office of Student Affairs; Record Custodian: Advisor of Student Affairs or his/her designee.



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## STUDENT REQUEST TO INSPECT EDUCATIONAL RECORDS

To request an inspection of your educational records please complete the following form and submit it to the Office of Academics.

### REQUEST FOR INSPECTION

I wish to inspect the following personal educational records maintained in your office (see above):

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Please print name: \_\_\_\_\_ Student # \_\_\_\_\_

Signature \_\_\_\_\_ Date of Request: \_\_\_\_\_

### RESULT OF INSPECTION:

I have inspected the records identified above and am satisfied with the accuracy and completeness of those records.

\_\_\_\_\_  
Student Signature Date

**OR**

I have inspected the records identified above and am not satisfied with the accuracy and completeness of those records. I will submit an Appeals Form (available from Office of Academics) requesting the amendment/correction of my records.

\_\_\_\_\_  
Student Signature Date

This form is obtained from and returned to the Office of Academics.  
Bethesda University 730 N Euclid St. Anaheim, CA 92801 (714) 517-1945