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## **Policy AC054: Student Personal Information Verification**

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

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### **A. Intent**

To ensure that Pennsylvania Western University maintains the most current biographic and demographic information on each the student.

### **B. Definition(s)**

None.

### **C. Policy**

At the beginning of each registration period, each student will be required to confirm personal biographic and demographic information in order to support the accuracy of contact and other reporting data.

The student will be required to use a data verification mechanism established through the student self-service portal.

### **D. Procedure(s)**

None.

### **E. Related policies**

Confidentiality of Student Records Policy (AC053)

Name Change Policy (AC055)

### **F. Contact Information**

For additional information, please contact the Office of the Registrar.

### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.

