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

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