



Review of Educational Record Request

Roosevelt University students have the right to **inspect and review** their education records within 45 days after the day Roosevelt University receives a request for access. The student should submit, to the University Registrar, a written request using a 'Request to Review Educational Records' form accessed through www.roosevelt.edu/registrar/forms. The student should identify as precisely as possible the record or records that he/she wishes to inspect.

The University Registrar or an appropriate staff designee will make the needed arrangement for access and notify the student of the time and place where the records may be inspected. When a record contains information about more than one student, a student may inspect and review only the record that relates to him or her. If the Office of the Registrar does not maintain the record the office shall advise the student of the correct official to whom the request should be addressed.

Please complete the sections below and submit your request to the Office of the Registrar. Upon approval, you will be notified of the time and place to inspect the records.

Name: _____ Student ID: _____

Address: _____ Phone: _____

_____ Email: _____

Note: Roosevelt University adheres to the Federal Educational Rights and Privacy Act of 1974 (FERPA) that protects the rights of students and provides guidelines for the proper release of student educational records. Certain students have asked that their directory information not to be given out to the public.

Roosevelt University reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents;
- Letters and statements of recommendations for which the student has waived his or her right of access, or which were placed in file before January 1, 1975;
- Records connected with an application to attend Roosevelt University or a component unit of Roosevelt University if that application was denied; and
- Those records which are excluded from the FERPA definition of education records.

Roosevelt University also reserves the right to deny the review of records if the student has an unpaid financial obligation to the University, or in the event of an unresolved disciplinary action against the student.

Purpose of Review:

Item(s) of Information Requested (Be as specific as possible):

Names and Legitimate Interest of Any Additional Parties to Whom Records May Be Disclosed:

Signature: _____ Date: _____

Please return completed form in person, by e-mail, by mail or by fax to:

Office of the Registrar, Chicago: 425 S. Wabash Ave., 1M14 Chicago, IL 60605, (312) 341-3535 fax: (312) 341-3660

Office of the Registrar, Schaumburg: 1400 N. Roosevelt Blvd., Schaumburg, IL 60173, Rm. 125, (847) 619-7950, Fax: (847) 619-7922

Email: registrar@roosevelt.edu

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