

# Right of Access

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With a few exceptions provided by law, students at Azusa Pacific University may see any of their educational records upon request. In general, access will be granted upon request to the record custodian; access must be granted no later than 45 days after the request.

Students further have the right, under established procedures, to insert a statement in the file if the student believes that the record is inaccurate, misleading, or otherwise in violation of his or her privacy rights.

Students may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards. Azusa Pacific University may not require students to sign a waiver of their right of access to these records, but students should be aware that recommendations and evaluations may not be helpful or candid without a signed waiver.