



Policy AC054: Student Personal Information Verification

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A black ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

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

B. Definition(s)

Not Applicable.

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)

Not Applicable.

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.