

# Directors of Student Services

The Directors of Student Services are charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Directors of Student Services are responsible for continuously maintaining all students' files on campus in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.