

# Student Records

Student grades are recorded, stored, and secured with the Lincoln Memorial University Registrar. The Office of Admissions and Student Advancement maintains all other student records. The privacy of student records is noted under Public Law 93-980. A student must submit a written request to have their records released. Verification of enrollment can be made only for educational reasons. For instance, verifications will not be made to employers or landlords. In these cases, the students should use letters of acceptance, transcripts, or payment receipts. DMS students wishing to review their records must call 1-800-325-0900, ext:7415 and make an appointment with the director of admissions.