

Student Academic Services & Policies

Name and/or Address Change

It is the responsibility of each student to update any address or telephone number changes through the student information system, Workday. If a name change is required, the student must submit a request in Workday, along with legal documentation. It is imperative that these records be kept current at all times.

Please refer to the policy library on the intranet for [name change policies](#).

Misuse of a preferred name change includes misrepresentation, attempting to avoid legal obligation.

Confidentiality & Disclosure of Student Records

Please see the [University policy library](#) for information on the Family Educational Rights and Privacy Act (FERPA) policy and procedures.

Students may review the annual notification of their rights under FERPA and other student privacy resources on [myKCU](#) at any time.

Dispute Resolution Policy

From time to time, disputes may arise between the student and KCU. Notwithstanding issues involving matters subject to the Title IX and Sexual Misconduct Policy and any such other issue as designated in other University policy, student discipline and grievances are handled utilizing the Student Disciplinary Committees and Student Grievances policies. For issues not resolved by the grievance procedure or a student disciplinary committee, or for other disputes where University means are not a reasonable option for resolution, such disputes remaining are subject to arbitration (see below).

Binding Arbitration Agreement

As a condition of enrollment at KCU and as otherwise specified in the relevant agreement, to become and remain eligible for enrollment, students must agree to the terms of a comprehensive and binding Arbitration Agreement, which is available through Workday. The Agreement includes, among other terms, a waiver of rights by the student. Students are strongly encouraged to thoroughly review that document before signing.

Financial Responsibility Agreement

As a condition of enrollment at KCU, students must agree to the terms of a Financial Responsibility Agreement, which is available through Workday. The Agreement includes,