Policy Proposal & Impact Statement (PPIS)

New policy or Revision

Request to:

- ☐ Develop a new policy.
- ☐ Develop a policy to replace an existing policy.
- ☑ Revisions to existing policy

Policy(ies) replacing (If Applicable):

CWU 504-03: Student Records Policy (The Family Educational Rights and Privacy Act)

Submission information:

Date 09-28-2026 Policy Writer's Name: Arturo Torres, University Registrar

Responsible Office / Unit Office of the Registrar

Responsible Policy Executive Provost and Vice President of Academic Affairs

Proposed Policy Title N/A

Reason for new Policy / Change

Propose: Removing student phone numbers and home mailing addresses from CWU Directory Information policy due to increasing concerns regarding identity theft, fraud, and the protection of student personal information. Student phone numbers are frequently used as a key component of multi-factor authentication (MFA) and account recovery processes along w/ home address. Making this information publicly available through directory information or public records requests could increase the risk of unauthorized access to student accounts and sensitive data.

Removing phone numbers and home mailing addresses from directory information aligns with cybersecurity best practices and strengthens the university's efforts to safeguard student information.

Policy Executive Approval:

Name: Patrick Pease

Signature  Date 9/28/2026

President Approval

☑ Approve Policy Proposal & Impact Statement

Signature 

☐ Remand to Policy Writer

Date 10/21/2026

☐ Reject PPIS – *(provide explanation)*

Notes or Explanation:

Submit to University Policy Administrator Thomas Pedersen via email at thomas.pedersen2@cwu.edu