

# Privacy of Records

## FT\_BO\_ST\_10

Responsible Officer

Chris Ronk

Responsible Office

Business Office

Approving Body

Board of Trustees

Approval Date

2019-01

Last Revision

2019-01

Re-evaluation Date

2021

Departmental Impact

All departments

### Policy Statement

In compliance with the Family Educational Rights and Privacy Act of 1974, no information from a student's records, in a personally identifiable form, will be conveyed to any other party, agency, or organization other than University officials, teachers, other schools to which the student may wish to transfer, or authorized federal agencies and authorized third parties and in connection with the application or receipt of financial aid, without first obtaining written consent of the student.

### Policy Procedures

The student has the right of access to his/her academic record, correspondence between himself/herself and the University, and any other material where he/she has been directly involved in the procurement of said material. The above relates to those students 18 years of age and older. Prior to that, this right is reserved for the parents of said student, which right is suspended once the student reaches his/her 18th birthday. Under NO circumstances should a student's file be removed from the Registrar's Office without being officially signed out. There is a sign out sheet located in the records room of the Registrar's Office.

### Compliance

**Federal:** FERPA 1974