

# POLICY #11.3

## SUBJECT: Family Educational Rights and Privacy Act

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### I. PURPOSE

The purpose of this Policy is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) at Southern Utah University.

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### II. REFERENCES

- A. FERPA U S C  
g C F R Part
  - B. Southern Utah University Policy
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### III. DEFINITIONS

- A. The term  
personnel and educational personnel ancillary thereto  
which
  - a. Are in the sole possession of the maker thereof  
and
  - b. Are not accessible or revealed to any other  
individual except a substitute

2. Records of the law enforcement unit of the University which are
  - a. Maintained apart from the records described in Section III A of this definition
  - b. Maintained solely for law enforcement purposes and
  - c. Not disclosed to individuals other than law enforcement officials of the same jurisdiction provided that Education Records maintained by the University are not disclosed to the personnel of the law enforcement unit
3. Records relating to an individual who is employed by the University which
  - a. Are made and maintained in the normal course of business
  - b. Relate exclusively to the individual in that individual's capacity as an employee and
  - c. Are not available for any other purpose
4. Records relating to an eligible student which are
  - a. Created or maintained by a physician psychiatrist psychologist or any other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity
  - b. Created maintained or used only in connection with clinicians and specialists as outlined in Section III A a who provide provisions and or treatment for the student and
  - c. Not disclosed to anyone other than the individuals providing the clinical medical treatment provided that the records can be personally reviewed by a physician of the student's choice For the purpose of this definition treatment does not include remedial

educational activities or activities which are part of the program of instruction at the University

5. Records of the University which contain only information relating to a person after that person was no longer a student at the University. An example would be information collected by the University pertaining to the

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## IV. POLICY

- A. Release of Student Records Without Student Consent Personally

instead of using University employees or officials such as an attorney auditor or enrollment verification service

2. Any written request for access to student records by a person identified in paragraph A shall be kept permanently in the file of the student

3. University officials and faculty members who have a legitimate educational interest for consulting student records receiving approval from the custodian of the records

4. Institutional educational counselors and advisors may not disclose confidential information without the consent of the person whose records are being reviewed or other persons who have

B. Limited Right to Inspect The University Act Q.1. Financial records and statement of parent and

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- b. Respecting an application for employment or
- c. Respecting the receipt of an honor or honorary recognition provided that the student has waived their right to inspect and review those letters and statements of recommendation

4. If the Education Records of a student contain information on more than one student the student may inspect and review or be informed of only the specific information which pertains to that student

C. Directory Information The University considers the following personally identifiable student information to be directory information and may elect to disclose it without further notice

1.

- 1. Name
- 2. Local Address
- 3. Permanent Address
- 4. Telephone Numbers
- 5. Class Rank Freshman Sophomore Junior Senior Graduate
- 6. Courses of Study Degrees and Certificates Awarded
- 7. Honors Awards Activities and Affiliations
- 8. Enrollment Status
- 9. E mail Address
- 10. Student Image

Enrolled students who do not wish to have their directory information disclosed must make their request in writing and specifically identify the categories of information they do not want released. This statement must be delivered to the Registrar's Office at the time of enrollment or registration.

D. Student Access and Inspection of Records The University has established the following procedures for the granting of a student's request for access to their records

1. A student wanting access to their records should submit a formal request for access to the Office of the Registrar or to the custodian of the records in question. The request must be in writing, signed by the student and must be personally delivered to the Office of the Registrar or to the custodian of the records in question by the student making the request. The student must present satisfactory personal identification to provide assurance that unauthorized persons do not obtain access to student records.
2. Within days after receiving a written request for access to student records, the Office of the Registrar or the custodian of the records in question will ascertain the existence, location, and status of the records for which access is sought, and will notify the student of the time and place at which the records will be made available for their inspection. The time shall not be more than days after the date upon which the request was received.
3. Any confidential letters, evaluations, or other material in an official student file, for which a written statement signed by the student is also on file releasing and waiving their rights of access to and inspection of such records, may be removed temporarily from the student file before it is made available for inspection by the student. If any such records are withheld from the student pursuant to this paragraph, a written notation to that effect shall be made a part of the official file which is shown to the student.
4. At the time and place appointed, the student shall be permitted to examine their official records freely and without interference by university personnel, except that the Registrar or the custodian of the records in question may require that the examination be conducted in the physical presence of a designated employee of the University. In the case of a student inspection of medical records or files, the inspection may be required to take







availability of the policy and procedures will also be published in the University catalog

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## V. RELEVANT FORMS/LINKS

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## VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is [the President for Student Affairs](#) For questions about this Policy, contact [the Office of the Registrar](#)

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## VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: [1975](#)

Amended: May 2, 2008

FORMER POLICY  
DO NOT USE