

FERPA GUIDELINES

(Family Educational Rights and Privacy Act)

FERPA is a U.S. governmental law which protects the privacy rights of an individual.

All of the information below pertains to current and former students.

It is very important for legal and ethical reasons to be very familiar with the following information:

Certain items which are considered directory information can be disclosed to a third party without prior written authorization of the student (unless the student has filed a request to withhold directory information). Directory information is:

- Name
- Date of Birth
- Dates of Attendance
- Program (Undergraduate or Graduate)
- Class (Freshmen, Sophomore, Junior or Senior)
- Previous institutions attended
- Major/minor
- Degree(s) conferred (including dates)

Do not release the following information unless you have written and signed approval to do so for the specific third part as specified by the student:

- Academic standing
- Address and phone number
- Specific course taken/taking
- Grades
- Financial data

Exception:

Federal Bureau of Investigation or State Department agents may have access to students' records and all the above information. They must show proper identification and must sign and date a log. In most cases, the agents also present a release signed by the student. This release should be photocopied and filed in the student's docket.

When other departments of the University call to request any of the above information, make sure you know that he/she is a full-time employee of Sacred Heart University. Then and only then you can disclose any information.

SACRED HEART UNIVERSITY – ADMINISTRATIVE INFORMATION TECHNOLOGY

STATEMENT OF COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Family Educational Rights and Privacy Act (FERPA) states that employees with access to confidential information about students and staff in educational settings must keep that information confidential unless the student/staff has put in writing that it is okay to release such information. By using this login account you promise to follow the guidelines set forth by the Family Education Rights and Privacy Act (FERPA) and not divulge any information that you might find out about a person or vendor while logged into Colleague.

Furthermore, you agree to the following:

This system which you are being given a login account to is for the use of authorized users only. Individuals using this computer system without authority or in the excess of their authority are subject to having all their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of illegal activity or violation of University regulations, system personnel may provide the evidence of such monitoring to University authorities and/or law enforcement officials.

Signature: _____

Printed Name: _____

ID Number: _____ (7 digit number)

Date: ____/____/____

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**A copy for your records of the agreement you make by logging into Administrative Systems**

## SACRED HEART UNIVERSITY – ADMINISTRATIVE INFORMATION TECHNOLOGY

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