

Subject: Confidentiality of Student Records and Files

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Revised: 4/15/16

POLICY

The SLIS Student Services Office will maintain a system in which faculty and staff may view or obtain copies of University records pertaining to SLIS students. Current students and alumni may also request access to their SLIS student records. Such records include both Graduate School and departmental files on students.

PROCEDURE

Faculty and staff may examine student files for certification of grades, admission information or any other legitimate educational purpose. Student education records may not be disclosed to anyone unless the student has given written consent. A faculty member, staff member, or school official has a legitimate educational interest in accessing or reviewing a student's educational records without the student's written consent if he or she needs to review an educational record in order to fulfill his or her professional responsibility.

Electronic files may be viewed via a secure, shared drive from the faculty or staff member's wired computer within Davis College or in the Student Services during regular office hours (8:30 A.M. to 5:00 P.M.). Files are not to be copied and/or saved to any other computer or storage device. Any changes, additions, or deletions to files must be done by the Student Services Office.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These are:

- A. The right to inspect and to review their education records within 45 days of the day the University receives a written request for access.
- B. The right to request amendment of student education records that the student believes is inaccurate or misleading.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.