

STUDENT PRIVACY AGREEMENT

As an undergraduate teaching assistant in the Materials Science & Engineering department, I understand that I must abide by all university policies as well as state and federal laws with respect to protecting student privacy at all times. I have been informed of the terms of the Family Rights and Privacy Act (FERPA) and I understand that they prohibit me from sharing any personal and academic information about a student with another party.

I will adhere to FERPA expectations and pledge to keep confidential all conversations that take place between me and a student that occur as a result of my role as a teaching assistant. I understand that I am permitted to discuss protected information with my supervising faculty member and may discuss this information with other teaching assistants who work as a team as defined by my supervisor. I will not seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of the work assignment and in accordance with University policies.

I further understand that it would be a violation of employment and academic expectations to allow my relationship with a student to impact the grades I assign to a student or to intentionally manipulate grade records in any way. I will not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. Prior, current, or emerging relationships with enrolled students, external to my role as a Teaching Assistant, should be reported to the instructor.

I understand that violations of this agreement will result in immediate termination of my undergraduate teaching assistantship and possible judicial sanctions from the MSE Department, University or local authorities.

Printed Name

Signature

Date

Any questions concerning FERPA may be directed to the Office of the Registrar, 581-5808, registrar@sa.utah.edu.

Overview of FERPA

Nationally, there is growing concern from incoming and continuing students about the privacy of their personal information. The University also considers the security and privacy of student records an important priority, and it is important that all faculty and staff take proactive steps to safeguard student data and strengthen the trust of our students.

The federal government understands the need of students to have some control over the disclosure of information from their education record. FERPA is the acronym for the **Family Educational Rights & Privacy Act of 1974**.

Essentially, this law protects the privacy of student educational records and affords students the right to refuse to permit educational institutions from releasing or disclosing any information about them. The purpose of FERPA is to identify the rights students have pertaining to their educational records. These primary rights afforded to students include the right to:

- Inspect and review their educational records
- Seek to have their records amended
- Control the disclosure of information from their records

FERPA applies to the student records of all undergraduate students who are or have been enrolled at the University, regardless of age or student status.

What is a Student Record?

A student record is one that:

- is maintained by the University or parties acting on its behalf
- contains information directly related to a student
- can be maintained in multiple formats and media

While the entire FERPA law can become quite dense and confusing to readers, the rules are quite clear. The following student information should **not** be released to anyone:

- Social Security Number
- Grade Point Average (GPA)
- Academic Standing
- Grades
- Gender
- Race
- Ethnicity
- Nationality

Exceptions

FERPA permits university officials to access and use student records for legitimate educational purposes. Other than those identified below, no other person or organization has a right to review a student's education record without the expressed consent of the student.

University Officials, defined as:

- A person employed by the University in any faculty or staff position
- A temporary substitute for a faculty or staff member
- Federal and state agencies listed in the Act
- Organizations or entities whom the University designates by contract as conducting business or performing services on its behalf
- Parents or legal guardians of the student provided the parent or guardian can establish the student's dependency, as defined by Internal Revenue Code

A "Legitimate Educational Purpose" is defined as a University Official's need to know in order to perform:

- An administrative task specified in the official's position description
- A supervisory or instructional task directly related to a student's education
- A service or benefit for the student such as health care, counseling, student financial aid or student job placement, etc.

Consequences of Violation

Violating FERPA is a serious offense. If a FERPA violation is found, the consequences could include suspension of access for the violator all the way up to loss of federal funding to the institution.

In light of these consequences, access to student records must be used responsibly. As a rule of thumb... ***"If in doubt, don't give it out!"***

Directory Information

Under the terms of FERPA, the University may release **Directory Information** to those requesting it unless the student specifically requests otherwise. To prohibit the release of directory information students may:

Access the online "Campus Information System" and click on change release authorization

~or~

Provide written notification to the Office of the Registrar (250 N SSB)

Directory Information includes:

1. Student's name, address, or telephone number
2. Student ID number
3. Class standing
4. Field of study
5. Participation in officially recognized activities or sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent previous educational agency or institution attended
10. Email address
11. Enrollment status
12. Photograph

The information listed above is considered public information; however, the university does not release lists of students or name-and-address labels to business or agencies outside the university. Likewise, the university does not release information regarding applications to outside agencies.

All other information may not be released without the student's written consent. Grades, student schedules, and any portion of a social security number may not be posted publicly nor released to anyone other than the student and never over the phone or by e-mail.