
SUBJECT: PRIVACY RIGHTS OF STUDENTS (BUCKLEY AMENDMENT)

PURPOSE: To inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974, and to outline procedures for those students who wish to inspect and review their education records.

GENERAL POLICY

I. INTRODUCTION

Louisiana State University at Alexandria, consistent with the regulations of the Family Educational Rights and Privacy Act of 1974, ensures students access to their education records maintained by the University and prohibits the release of personally identifiable information from these records without the student's permission except as specified by the law.

Copies of this policy statement will be provided to students and/or their parents on request to Admissions and Records.

II. ACCESS PROCEDURE

To gain access to his/her education records, a student must submit a written request to the appropriate office as follows:

- A. University Scholastic Records (courses taken, grades earned, academic actions, and application materials) --- Registrar , Louisiana State University at Alexandria, Alexandria, Louisiana 71302-9121.
- B. Department Records --- Chair of the department in which the student is or was enrolled. Chair, Department of _____, Louisiana State University at Alexandria, Alexandria, Louisiana 71302-9121.
- C. Disciplinary Records --- Provost and Vice Chancellor for Academic and Student Affairs, Louisiana State University at Alexandria, 8100 Highway 71 South, Alexandria, Louisiana 71302-9121.

Students who have been enrolled on more than one campus of the LSU System must request records from the appropriate office on each campus. If copies of records are desired, the student is required to pay the cost of these copies.

Access to records will ordinarily be provided within 2 working days of the student's request provided all of the student's outstanding obligations (financial, library, etc.) have

been cleared. However, if the office in which the records of interest are maintained is unusually busy (e.g., registration, final grades, etc.) so that the student's request cannot be accommodated conveniently, access may be delayed, but access will be delayed no more than 45 days after the student's initial request provided all of the student's outstanding obligations (financial, library, etc.) have been cleared.

Students will not be permitted to inspect financial records and statements of their parents, nor any confidential letters and confidential statements of recommendation placed in the student's record before January 1, 1975.

III. SCOPE OF STUDENT RIGHTS AND PROCEDURES FOR CHALLENGE

The information in the education record may be challenged by the student as inaccurate, misleading, or in violation of privacy or other rights of the student. The student must submit a written request that the record(s) be amended.

Within 60 days of receipt of the written request the University shall inform the student as to whether or not the records will be amended. If the decision is negative, the student may submit a written request for a hearing in order to challenge the content of the records.

Within 30 days of the receipt of the written request for a hearing the University will inform the student of the date, place and time of the hearing and of the identity of the official in charge of the hearing. The notice will be mailed to the student at least two weeks in advance of the hearing.

If as a result of the hearing, the University decides that the student's record should be amended it will amend the record. If not, the University will inform the student that he/she may provide a written explanation for insertion into the record. Challenges and requests for hearings should be initiated in writing with the officer responsible for the maintenance of the record. (A grade may be challenged under the Act only on the grounds that it was inaccurately recorded, not that it is lower than the student thinks it should have been. Such grade appeals should be pursued in accordance with P.S. 207 regarding Student Grievance Procedures.)

IV. RELEASE OF, OR ACCESS TO, EDUCATIONAL RECORDS UNDER THE LAW WITH THE STUDENT'S PERMISSION

Requests for release of, or access to, any information from a student's education record by any person other than those listed in Item V below must be accompanied by a written, signed, dated waiver from the student to allow release of, or access to, his record. The

waiver must specify the records to be released, the reasons for such release, and the names of the persons to whom records should be released. This release and a record of what information was released will be kept in the appropriate file.

If the student wants the information released to himself, he/she must also comply with these regulations.

EXCEPTIONS:

NO INFORMATION may be released if the student has requested that information be withheld (see Item VII below) unless the student has provided a written, signed, dated waiver retracting his request that information be withheld.

DIRECTORY INFORMATION, see Item VI, may be released without the student's permission unless Items VII, VIII, IX, or X apply.

V. RELEASE OF, OR ACCESS TO, EDUCATIONAL RECORDS UNDER THE LAW WITHOUT THE STUDENT'S PERMISSION

Release of, or access to, information from a student's record (other than Directory Information as listed in Item VI) to those indicated in #2, #3 and #4 below must be accompanied by a written, signed, dated request for the release including the name of the person requesting the information, the reason for the request, and date requested and released. This information will be kept on file.

- A. LSUA employees who have a legitimate education interest as determined by the University. All students' records are opened to the:
1. Chancellor
 2. Provost and Vice Chancellor for Academic and Student Affairs
 3. Counselors
 4. Student's Academic Department
 5. Admissions and Records
 6. Faculty member in whose class the student is currently registered
 7. Agencies and offices administering financial aid: records required in connection with a student's application for financial aid
 8. University personnel and organizations for use in developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such personnel or organizations must agree not to divulge personally identifiable records to outsiders and ultimately to destroy these records.
 9. Accrediting agencies

10. Others as we are directed by the Provost and Vice Chancellor for Academic and Student Affairs or Chancellor -- these should have a legitimate education interest, which is defined as a proper concern for a student's intellectual progress on the part of one who is directly involved in the process of teaching the student or helping him or her to learn, or as a responsibility for posting and recording grades and academic actions.
- B. Parents or guardians of a student who is dependent on his parents or guardians for income tax purposes. Parents may have access to the student's record for their own information but may not request that the information be forwarded to anyone else. If a parent requests access to a record, we must verify the parent or guardian status with the information on the student's record. It is assumed that all undergraduates are independent of their parents or guardians unless the University is notified to the contrary by the student and/or his/her parents or guardians.
- C. Appropriate persons in case of health and safety emergencies.
- D. Courts of Law in response to court orders or subpoenas. When responding to a court order or subpoena, LSUA must make a reasonable effort, which is recorded, to notify the student of all such orders or subpoenas in advance of compliance.

Requests for access to educational records by any person other than those listed in Item V above will be refused unless the student has submitted a written, dated, and signed waiver to allow access to his/her records.

VI. DIRECTORY INFORMATION

- A. The Act provides that directory information may be released without the student's permission unless he/she has requested that any or all such information be withheld (See Item VII, or if Item VIII, IX, or X applies.)
 1. Student's name
 2. Student's mailing and home address
 3. Student's telephone number
 4. Student's campus email address
 5. Date and place of birth
 6. Major field of study and classification
 7. Academic terms attended
 8. Full or part-time status
 9. Degrees, awards, and honors received
 10. The most recent previous educational institution attended by the student
 11. Student ID photograph

- B. The following information may be released ONLY as prescribed below:
1. Social Security Number --- only to faculty for purposes of recording grades.
 2. Cumulative Grade Point Average --- only to honorary organizations for use in determining eligibility for membership. The faculty sponsor for the organization must provide a written request for this information stating which students are involved, what information is needed, and why it is needed.
 3. Participation in Sports Activities and Related Information --- These requests should be referred to personnel responsible for these activities.

VII. **REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

The Family Educational and Privacy Act of 1974 provides that directory information (See Item VI) may be released without a student's written permission unless the student provides a written request that any or all such information be withheld.

Student must complete a "Request to Prevent Disclosure of Directory Information Form" prior to the 7th class day in a given semester. This request will remain valid until a written request to rescind is received by the Registrar. The form will be kept in the student's permanent student file and all records will be labeled indicating that no information is to be released. The form will be circulated to campus offices as indicated at the bottom of the form. (See sample form attached.)

VIII. **CONFIDENTIAL DOCUMENTS**

Students will not be permitted to inspect financial records and statements of their parents, nor any confidential letters and confidential statements of recommendation placed in the student's record before January 1, 1975.

IX. **FINAL DECISION REGARDING RELEASE OF INFORMATION**

Any questionable requests for information should be referred to the Registrar, the Provost and Vice Chancellor for Academic and Student Affairs, or the Chancellor as applicable prior to release of information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana State University at Alexandria to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

DEFINITIONS

Education Records are those records in Admissions and Records or in the department that directly relate to a student and are maintained by the University. The term does not include:

1. records of faculty members, Vice Chancellors, deans, department chairs, directors, or other University personnel which are in the sole possession of the maker and are not accessible to or revealed to any other individual except a temporary substitute.
2. records of the University Police.
3. records of physicians, psychiatrists, and other professional persons who provide services to the student which are not part of the program of instruction of the University and which are not disclosed to anyone without the student's consent.
4. records which contain only information relating to a person after that person was no longer a student at the University (e.g., information gathered on the accomplishments of alumni).

Personally identifiable information is that which includes (a) the name of the student, the student's parent, or other family member; (b) the address of the student; (c) a personal identifier, such as Social Security Number or student number; (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.

A student is any individual for whom an education institution maintains education records. The term includes all off-site, distance education, and online students regardless of physical location. The term does not include an individual who has never attended the institution.

Directory information is information available to the public, or specified sectors thereof, which may or may not be published in the Student Directory or other publications. Particular items of directory information are specified in this policy statement.

APPROVED:

G. Daniel Howard
Chancellor

Date

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
OFFICE OF ADMISSIONS AND RECORDS
8100 HIGHWAY 71 SOUTH
ALEXANDRIA, LA 71302-9121

Request to Prevent Disclosure of Information

Louisiana State University at Alexandria, in compliance with the Family Educational Rights and Privacy Act of 1974, has designated the following items as **Directory Information**:

Student's name; mailing and home addresses; campus e-mail address; telephone number, date and place of birth; major fields of study and classification; photograph; participation in officially-recognized activities and sports; weight and height of members of athletic teams; academic terms attended; full or part-time status; degrees, awards, and honors received; cumulative grade point averages (released only to honorary organizations for use in determining eligibility for membership); and the most recent previous educational institution attended by the student.

Social security numbers are released only to the faculty for purposes of submitting final grades. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such Directory Information.

Directory Information may be released to the general public without a student's permission, unless the student submits a written request to withhold such information prior to the 7th class day in a given semester. This authorization is valid until a written request to rescind is received by the Registrar.

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release this information, any requests for such information from LSUA will be refused. If you wish to prevent disclosure of the above defined directory information, please select one of the options below.

_____ I hereby request that Louisiana State University at Alexandria **not release** any Directory Information from my academic records. I understand that by choosing this option, I will not receive any campus-wide announcements sent to my campus e-mail address. I have read the above information and understand the consequences of my actions.

_____ I hereby request that Louisiana State University at Alexandria **release my Directory Information on the LSUA web directories only** (available only to LSUA faculty, staff and students). I request that LSUA not release any other Directory Information from my academic records. I have read the above information and understand the consequences of my actions.

Student's Signature

Date

Student's Name (please print)

Social Security Number