ALVERNIA UNIVERSITY

STUDENT RECORDS POLICY

The Alvernia University Student Records Policy governs the conduct of University employees who act in the student’s educational interest within the limits of the employee’s need to know. This statement clarifies the responsibilities of persons with access to student educational records. Persons who have access to student records are responsible for being aware of Alvernia’s Student Records Policy.

I. POLICY

Student records maintained by the University fall into two general categories – public directory information and educational records. As the custodian of student records and in compliance with the Family Educational Rights and Privacy Act of 1974, the University assumes the trust and obligation to ensure the full protection of those records. Institutional procedures regarding Student Records as outlined herein must be adhered to by University personnel who have or accumulate education records, which are in a personally identifiable form.

II. PRACTICES

Employees granted or having access to student records and/or institution data bases agree to:

- Store information under secure conditions.
- Make every effort to ensure students’ privacy.
- Refuse to discuss contents of student records unless there is a legitimate educational interest attached to the discussion.
- Destroy printed information per departmental procedures.
- Release information to a third party only if authorized approval is given.
- Never represent summary data from files as “official” University data.

1. Educational Records
   A. Computer Access to Educational Records
      - Security passwords should remain confidential
      - If you suspect that another individual has access to your security code or password, report this immediately to computer services and to your supervisor.
      - When leaving your computer work station, you must log off the system.
      - Display-only access can be shared if all individuals concerned read and sign this statement.
      - A computer work station set up for shared access may remain logged on in a physically secure area if all individuals concerned read and sign this statement.
      - Supervisors are responsible for logging off when an area is no longer staffed.
   B. Confidentiality of Student Records
      - You may access student records only as required to perform assigned duties.
      - You may not update your own record or that of a friend or relative.
      - Within the University, anyone whose designated responsibilities require access may use information from student records for appropriate research, educational, and/or work functions.
C. Confidentiality of Student Records

- You must first check whether the student has executed a confidentiality request for his/her record.
- Unless confidentiality has been explicitly requested by the student, the following directory information may be released:
  - Category I: the student’s name, local and permanent (hometown) addresses, telephone number;
  - Category II: major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honors (including Dean’s list), degree(s) conferred (including dates), previous activities and sports, height and weight of athletes, and gender.
- Information not listed above is private and may be released outside the University only with the student’s prior consent and written permission.
- No information, public or private, on an applicant’s record, may be released outside the University, except to an agent designated by an applicant to the University, until the applicant becomes a registered student and has a chance to initiate a confidentiality request.
- No information on financial aid records may be released outside the University except by financial aid officers acting under federal and state regulations.

D. Violations

Violations of the Policy and Practices Related to Student Records is grounds for rescinding your access to records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and other comparable actions:

- Accessing a student record outside of your assigned duties;
- Releasing confidential or private information without authorization;
- Publicly discussing a student record in a way that might personally identify that student;
- Sharing computer user ID’s and passwords;
- Releasing public information about students requested on the basis of non-public information (e.g., names of all international students, names of all students with a GPA lower than 2.0); and
- Altering a student record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration.

E. By virtue of your employment with Alvernia University, you may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended. By signing below you acknowledge that you fully understand that the intentional disclosure by you of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law. You further acknowledge that such willful or unauthorized disclosure also violates Alvernia University policy and constitutes cause for disciplinary action including termination of your employment regardless of whether criminal or civil penalties are imposed.
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STUDENT EMPLOYEE ACKNOWLEDGEMENT OF STUDENT RECORDS POLICY

I have received and read the Student Records policy document and will comply with University policy and practices on access to student educational records.

Student Employee Name Printed  Student Employee Signature

________________________________________  _________________________________

Date  Department

________________________________________  _________________________________

I have reviewed the Student Records Policy with the student.

Supervisor Signature:______________________  Date:__________________________