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PROCEDURE DOCUMENT

Subject: **Releasing Student Education Records and Information**			
Section **Student Affairs**	Effective Date **12/19/19**	Last Reviewed	Revision Date

I. PROCEDURE(S)

A. The University's Student Education Records Policy permits the disclosure of personally identifiable information with the written permission of the student or to designated persons without the student's permission.

B. Student written consent includes:

1. Information necessary for unambiguous identification of the student whose records are to be disclosed;

2. Specification of the record(s) from which information is to be released and the items of information within the record(s) which are to be released;

3. The person or class of persons who may receive the information;

4. The purpose for which the information is to be released;

5. The date of the request; and

6. The signature of the student.

C. Custodians of student records may design release consent forms suitable for specific records. It is to be expected that many requests will take the form of letters or forms provided by other institutions. Such requests shall be honored if all necessary information is provided.

D. Aggregate Student Data or Groups of Students

1. Release of information on groups of students is permissible under controlled conditions. For information about obtaining student data, such as class lists or college major lists, contact the Office of Institutional Research. Lists of students to be released to third parties must not include students who have chosen to suppress their public information and cannot contain private student information.

2. Information on groups is not released in some cases. For example:

   a. When it might be possible to infer individual information from it, i.e., if the number within a particular subset of the aggregation were small and its personal attributes sufficiently distinctive.

   b. It is considered to be private information on the aggregate as well as the individual level, e.g. grade distribution by department or student subset.

E. Release of Applicant Information.

   1. Information about an application may be released to:

      a. The applicant;

      b. The applicant's parents, if the applicant is a dependent as defined under the Internal Revenue Code;

      c. Persons to whom the applicant has given written permission for access; and

      d. University personnel who have a legitimate need to know the information for educational, administrative, or research purposes.

F. Release of Student Education Records to Parents.

   Parents of a dependent student, as defined under the Internal Revenue Code, may obtain access to their dependent student's education records. Parental requests for access to student records should be referred to the Office of the Registrar.

G. Conditions for Releasing Student Information

   Before personally identifiable student information is released, the following conditions are observed:

   1. The University releases information with the understanding that the institution or person receiving the information will not disclose it to any other person without the written consent of the student.

   2. Information released for any purpose is limited to the information needed for that purpose.

   3. At the request of the student, the University will make available to the student a copy of the information that has been released.

   4. The custodian of a record may establish reasonable charges for copying information needed from that record.

   5. A request has been made from a school where the student has applied for admission.

II. POLICY REFERENCE

The procedures above are part of the operational implementation of the University's Student Education Privacy Policy, and are in compliance with that policy.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Student Affairs

Review: Every three years (or more frequently if needed)

IV. APPROVAL

James Conneely, Vice President for Student Affairs

12-73-19
Date

REVISION/REVIEW LOG

Revision Number	Approved Date	Description of Changes