

Policy on Confidentiality and Disclosure of Student Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, is a general law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student educational records and controls access to them. Under FERPA, students have the right to:

- Annual notification of their privacy rights.
- Inspect and review their education records.
- Request an amendment to their educational records where appropriate to ensure accuracy.
- Limit disclosure of their education records without prior written consent, with the exception of directory information allowed by FERPA.
- File a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

This information is made available annually to students in the *Student Handbook* and can also be viewed on the Salisbury University Web site.

Salisbury University complies with FERPA through the establishment of this policy and the following processes.

DEFINITIONS

Student is an individual who is attending or has attended Salisbury University. Applicants for admission pending matriculation are not considered students.

Educational records are those records that contain information directly related to a student and are maintained as official files by the University. Files of instructors, advisors or administrators maintained for their own use and not shared, viewed or accessed by others are not included. Other files not included are:

- Student medical or counseling records created, maintained and used only in treatment at Student Health Services or Student Counseling Services.
- University Police records maintained solely for law enforcement purposes
- Alumni records
- Employment records unrelated to a student's academic program

Directory information is that information that the University is permitted to disclose without prior consent of the student. This information is limited to:

Name
Local address
Date and place of birth
Major and/or field of study
Participation in officially recognized activities and sports
Weight and height of athletic team members
Dates of attendance
Degrees and awards received
Most recent previous educational agency or institution attended
Listing of student organizations

Students who want more or less than directory information listed above to be released without prior notification or consent should notify the Registrar.

Salisbury University does not sell or otherwise provide mailing lists of student information to anyone outside of the university. The University Registrar is responsible for compiling and maintaining directory information.