

Audit News Gets a Facelift!

We have changed the look of the *Audit News* to be more consistent with the overall design, colors, and block formatting of Utah State University's homepage.

Per Public Relations and Marketing, "*Utah State University engaged the services of Carnegie Communications to develop a university-wide identity guide. The objective is to create a stronger brand image through careful and selective use of university symbols and marks.*"

"The new guideline will create practical boundaries, and when adhered to, result in greater continuity and consistency in university communications."

Please visit the Public Relations and Marketing website for more information about the visual identity guide and use of logos and word marks.

<http://www.usu.edu/prm>

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Family Educational Rights & Privacy Act (FERPA)

Family Educational Rights and Privacy Act, also known as "FERPA," is a Federal law which protects a student's educational records by limiting access to these records without a student's consent. The law applies to all schools which receive Federal funds from a U.S. Department of Education program.



There are two categories of educational records: **Directory Information**
Personally identifiable information

Directory Information can be released without consent, unless the student requests the information be kept confidential. Although directory information is generally considered public, the University does not distribute this information to outside agencies. Directory information includes (but is not limited to):

Name
Address
Phone
Degree/Major
Dates of attendance
Email address
Date of Birth

Personally identifiable information includes all data which is not directory information. Generally, this information can not be released without the written consent of the student. This includes release to the student's parents. (cont'd)

Family Educational Rights & Privacy Act (FERPA) - continued

The protection of these records is not solely limited to the official transcripts in the Registrar's Office. A student's educational record extends to:

- Class schedule
- Grades / Grade lists
- Class lists
- Advisory notes

Violations may occur unknowingly. A possible FERPA violation may occur when someone inadvertently views a computer screen or a printed report which contains this protected information.

All faculty and staff have the responsibility to secure and protect a student's educational records and to not release the information without the express written permission of the student.

For additional information and the forms to give permission to release information or to invoke a privacy hold on student records, including "Directory Information," please visit the Registrar's FERPA website:
<http://www.usu.edu/registrar/ferpa/>

Approval of Electronic Personnel Action Forms (EPAFs)

For the employee's protection and to prevent a perceived or actual conflict of interest, University employees should not approve their own EPAFs.

In all possible cases, EPAFs should be routed for approval to someone at least one level above the employee listed on the EPAF. However we recognize this isn't always feasible.

If the employee listed on the EPAF is also the default EPAF approver for the department, we recommend the employee request their proxy review and approve the EPAF. This separation of duties and control helps to protect both the employee and the University.

USU Vehicle Use & Authorization

Per the USU Risk Management Services, *"Utah State University vehicle use applies to any motorized vehicle licensed for highway use while the vehicle is being used for authorized University business. This includes vehicles owned by the University or vehicles used, rented, leased or borrowed from the USU's Motor Pool, State Fleet Services, commercial rental agencies, private individuals or any other outside party."* Additional information may be obtained on Risk Management's website: <http://www.usu.edu/riskmgt/vehicle/>

IMPORTANT NOTE: *"Each individual department is responsible for ensuring that all authorized drivers of the department has [sic] a valid authorization form on file with the department."* The **"Drivers Authorization"** form is available under "Drivers Responsibility" at: <http://www.usu.edu/riskmgt/vehicle/>

"Audit News"

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