



## **POLICY MANUAL**

### **OPERATING POLICIES AND PROCEDURES**

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#### **Number 504**

**Subject: Student Records (Federal Statute: Family Educational Rights and Privacy Act of 1974 [FERPA])**

**Effective Date: September 18, 1996**

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#### **504.1 POLICY**

Utah State University's policy and procedures regarding the use and release of student records, adopted by the Executive Committee on 4 August 1992, have been updated and amended on 22 July 1996.

It is of the utmost importance that all Utah State University employees who have access to student records, including, but not limited to, electronic, handwriting, print tapes, film, microfilm, and microfiche records, comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Accordingly, be advised that:

**1.1** As part of the general orientation of all new employees, the Office of Human Resources will review the FERPA law and regulations. Current employees will receive instruction regarding the FERPA law and regulations through the joint effort of the Registrar's Office and the Office of Human Resources.

**1.2** Deans, department heads, directors, and other supervisory personnel are responsible to ensure that their respective faculty and staff understand the Family Educational Rights and Privacy Act of 1974, and are periodically oriented regarding the provisions of this law.

**1.3** Deans, department heads, directors, and other supervisory personnel are responsible to ensure that their respective faculty and staff adhere to the restraints and regulations as contained in the Family Educational Rights and Privacy Act. These administrators must periodically review electronic security procedures to ensure only authorized personnel can access student record files.

**1.4** The intentional disclosure of student records to any unauthorized person could subject an employee to criminal and civil penalties imposed by law.

**1.5** Unauthorized disclosure also violates Utah State University's student records policy and could constitute cause for disciplinary action, including termination of employment, regardless of whether criminal or civil penalties are imposed.