

FERPA and GLB
Federal Education Rights and Privacy Act
Gramm-Leach Bliley

FERPA – Student Confidentiality
GLB – Security and Confidentiality

- Protect security and confidentiality of customer records and information
- Protect against anticipated threats or hazards to security or integrity of records.
- Protect against unauthorized access to or use of records that could result in substantial harm or inconvenience to any customer.

Guidelines for Release of Student Records

NO information may be released about students who have established confidentiality of their records.

Release of student records at Oregon State University is bound by the federal law (FERPA), the Oregon Revised Statutes, and by the Oregon Administrative Rules. The following steps provide a simple means to determine what information may be released. Release of any information other than that listed in Step 3 may have serious legal implications. If you receive a request for information other than what is covered in these steps, refer the inquirer to the Registrar's Office. Refer **ALL** inquiries under the USA PATRIOT Act to the Registrar's Office.

All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting.

You may copy these guidelines as needed, or request additional copies from the Registrar's Office. We suggest that you keep a copy by your telephone for ready reference.

Step 1

Check the confidentiality of the student's records. Has the student restricted the release of all information?

- A. Look at the grade roster or class roster. If a student's record is confidential you will see a dash before the student's name.
- B. Sign on to Banner and go to SGASTDN or SGASTDQ or SPAIDEN. Enter the student's ID number. If this student's information is confidential, Banner will show *CONFIDENTIAL* in the upper left portion of the form. You also can see this on SAAADMS, SFAREGS, SFASRPO, SHATERM, SPAPERS, and other forms that access the student's record.
- C. If you do not have access to Banner, ask someone who has access to check the student's record for you, or call the Registrar's Office for help (737-4048).

Step 2

If the student's record is CONFIDENTIAL, you must respond to the inquiry in a way that does not acknowledge the student's existence on campus. An example, "There is no information available on that person." If the person inquiring persists, you might suggest that they ask the student in question to contact the Registrar's Office directly, or refer the caller to the Registrar's Office.

Step 3

If the student's records are NOT confidential, then determine what information about the student is being requested. Oregon State University will provide **only** the following **directory information** to all inquiries without students' written consent: (Effective January 1, 2005.)

- Student's name
- Current mailing address and telephone number
- E-mail address (only the **ONID** address; other e-mail addresses are not directory information)
- Campus office address
- Class standing (freshman, sophomore, etc.)
- Month and day (NOT year) of birth
- Major field of study
- Full-time or part-time enrollment status
- Status as a graduate teaching assistant or graduate research assistant and hours of service
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Date(s) of degree(s)
- Most recent previous educational institution attended

Step 4

If anything other than the above information is requested the request should be denied. **Refer all inquiries from law enforcement officials directly to the Registrar's Office.** If there are other unusual and extraordinary circumstances, refer the request to:

Registrar's Office
102 Kerr Administration Building
541-737-4048

NO information may be released about students who have established confidentiality of their records.

Directory Information

Student's name
Current mailing address (CM address in Banner) and telephone number
E-mail address (only the ONID address)
Campus office address
Class standing [e.g. freshman, sophomore, etc.]
Month and day (not year) of birth
Major field of study
Full-time or part-time enrollment status
Status as a graduate teaching assistant or graduate research assistant
Participation in officially recognized activities and sports
Dates of attendance
Degrees and awards received
Date(s) of degree(s)
Most recent previous educational institution attended by student (includes high school)

PUBLIC RECORD RELEASE
TO ANY INQUIRY **UNLESS**
RECORD IN BANNER IS
MARKED **CONFIDENTIAL**

Non-Directory Information: This information is protected

Student's Gender
Transcript: Official or unofficial
Transcript: Student copy
Social Security Number (complete or partial)
Student ID Number (whether SSN or generated ID) All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting.
Academic college enrolled in at OSU
Grades earned
Credits earned
Graduation status, course work yet to be completed (Cannot report whether student has applied for graduation)
Residency status
Fees paid
Class rank
Current academic status (probation; suspension; petitions; readmit status. That a student has applied can be released, but the status of the application cannot be released.)
VA, Social Security Status
GPA (Grade Point Average)
Class schedule
Parent or guardian name or address

MAY NOT BE RELEASED.

IF THERE ARE UNUSUAL
AND EXTRAORDINARY
CIRCUMSTANCES REFER
THE REQUEST TO

REGISTRAR'S OFFICE
102 KERR
ADMINISTRATION
BUILDING
541-737-4048

All other information about a student

These policy guidelines are in accordance with Oregon Revised Statutes (ORS 351.065), the Federal Family Educational Rights and Privacy Act of 1974 (PL 93-380) [34 CFR Part 99], and Oregon Administrative Rule 576-020-0005.

**Oregon State University
Code of Responsibility for Security
and Confidentiality of Records and Files**

Security and confidentiality are matters of concern to all University employees and to other persons who have access to student or employee records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below.

If you have any knowledge of a violation, you are expected to report it immediately.

A person who has access to student or employee records may not:

- Reveal the contents of any record or report to anyone except in the conduct of his or her work assignments and in accordance with university policies and procedures.
- Acknowledge to anyone who is not a University official the existence of any student who has placed a confidentiality restriction on his/her directory information.
- Make or allow any unauthorized use of information in student or employee data files.
- Knowingly include a false, inaccurate or misleading entry in any report or record.
- Knowingly expunge a data record or a data entry from any record, report or file.
- Share access codes or passwords with any other persons.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that has been acquired through work assignments.
- Remove any official record or report, or copy of an official record or report from the office where it is maintained except in the performance of official duties.

I have read, understand and will comply with the **Code of Responsibility for Security and Confidentiality of Records and Files**.

I understand that as an employee of My Institution, I may access only those records for students in the OSU-Cascades Partnership Program. I further understand that any violation of this agreement and OSU's **Code of Responsibility for Security and Confidentiality of Records and Files** may lead to disciplinary action by My Institution consistent with its existing policies.

Signature

Date