

# STUDENT RECORDS PRIVACY POLICY

Eastern Oregon University is committed to the privacy and security of our students. Eastern Oregon University Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) – sometimes called the Buckley Amendment – which establishes students’ rights and institutions’ responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student.

## STUDENT RIGHTS UNDER FERPA

As a current or former university student, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request to the Registrar;
- The right to seek amendment of your records which you believe are inaccurate, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education’s Family Policy Compliance Office concerning alleged failure by the university to comply with the requirements of FERPA.

## DEFINITION OF EDUCATION RECORDS

Education records are those records directly related to a student and maintained by Eastern Oregon University or a by a party acting for the university. Some examples: records of grades, coursework, records indicating progress toward a degree, student financial account records.

## RELEASE OF EDUCATION RECORDS

Except as provided in FERPA or other applicable law, the university will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, EOU ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers.

Some records created and maintained by the university, although not covered by FERPA, may be subject to other federal and state laws or regulation regarding disclosure.

The exceptions under FERPA which allow the university to disclose personally identifiable information from your education record are stated in the Student Records Policy, available at [http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_579/579\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_579/579_tofc.html)

The most common exceptions to disclosure restrictions are disclosures to university faculty or staff – “School Officials” – with a legitimate educational interest, or disclosure of personally identifiable information designated as Directory Information.

Below is a quick reference of frequently asked-for data, and whether or not it is Directory Information at Eastern Oregon University.

DIRECTORY INFORMATION?	YES	NO
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Student's full name	X	
EOU ID number		X
Personal Identification Number (PIN)		X
Month and day (NOT year) of birth	X	
Biographical information including gender, nationality, race and ethnicity, identification photographs		X
Mailing and permanent addresses and telephone number	X	
Billing address		X
EOU campus dorm address		X
EOU email address	X	
Non-EOU personal email address		X
Parent names and/or addresses		X
Disciplinary records		X
Class level and academic major/minor	X	
Dates of attendance	X	
Degrees, honors, certificates awarded	X	
Copies of transcripts from other schools or colleges		X
GPA or grades		X
Current term credits or class schedule including: CRNs, meeting times, locations)		X
Enrollment status (full-, half-, less than half time)	X	
Academic standing (probation, suspension) or whether student is eligible to return to school		X
Academic suspension petition information		X
Whether a student has applied for graduation		X
Unmet degree requirements for graduation		X
Parents financial information		X
Students' finance and financial aid records		X
Participation in official recognized activities	X	
Student employment records		X
Psychiatric or psychological records		X

## DEFINITION OF SCHOOL OFFICIAL

A "School Official" is defined as "a person employed by the University or in the chancellor's office of the Oregon University System; a person or entity, including a governmental entity, with whom Eastern Oregon University System has contracted (e.g. National student Clearinghouse for enrollment and degree verifications); a person serving on the University's governing board, or a student serving on an official committee or assisting another school official in performing his or her duties."

## DIRECTORY INFORMATION RESTRICTION

You may choose to restrict release of your Directory Information by requesting your records be marked confidential. When the release of Directory Information is restricted, information about you and your Eastern Oregon University records cannot be released to anyone including you.

Once you restrict the release of Directory Information by having your records marked confidential, in order to conduct any business with the university, you will need to go in person to the office involved, with photo ID, or, via mail or fax, provide a written request for release containing the following:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

No information will be provided via telephone or other means to anyone including you, parents, relatives, friends, other students, or prospective employers who may wish to contact you or verify your student status at the university, without a written release from you containing the elements listed above.

Restricted Directory Information is made available only where an emergency is involved, at the direction of a court order, or to Eastern Oregon University staff and faculty with a legitimate educational need to know.

### **SUBMITTING A REQUEST TO HAVE RECORDS RESTRICTED AND MARKED CONFIDENTIAL**

A dated and signed request to have your records restricted and marked confidential must be submitted to Registrar's Office, Inlow Hall Rm 105. Photo identification is required.

Your request to place or remove the restriction is effective no later than two working days after it is received in the Registrar's Office.

Note: Submission of a directory restriction request does not affect directory information already published or released.

### **RESTRICTION DURATION**

The confidential notation on your record is permanent and remains in place even after you have stopped attending or have graduated until you request, in writing, that it be removed.

### **EOU ID NUMBER**

The EOU ID number is a nine-digit number randomly generated and assigned at the time of admission or registration for classes as a non-admitted student. Your EOU ID number will be imprinted on your student ID card when it is issued by the Registrar's Office. EOU ID numbers are releasable only to you when you come in person to the Registrar's office with some type of photo ID. You may also mail or fax a written request for release to the Registrar's office containing the four elements listed in the section of this policy headed Release of Education Records. Over the years, the university has used other methods of creating and assigning ID numbers and for some time used Social Security numbers as ID numbers. Such numbers are no longer used. For this reason, former students who contact the university for information or service may be reassigned a new, randomly generated ID number.

### **Request for Student's or Borrower's Taxpayer Identification Number or Social Security Number**

Eastern Oregon University must obtain your correct taxpayer identification number (TIN) or social security number (SSN) for the purpose of filing certain information returns with the IRS and to furnish a year-end statement to you.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA was enacted by the U.S. Congress in 1974 and has since had many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education's Family Policy Compliance Office.

For complete information on FERPA, see their web site at <http://arcweb.sos.state.or.us/pages/rules/access/index.html>