



**OHIO**  
UNIVERSITY

Office of Information Technology  
Service Desk  
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Both federal law (The Family Educational Rights and Privacy Act of 1974 and amendments) and state law (The Code Section 102) are in effect to insure the security and confidentiality of information used in our operations. Thus, security and confidentiality are matters for concern of all faculty, staff, and associates within Ohio University who have access to our data systems or physical facilities. Each person working in Ohio University offices which house or access student information holds a position of trust relative to this information and must recognize the responsibilities in preserving the security and confidentiality of this information. Therefore, we ask each associate of the University and any person authorized to access any student information through the facilities of the University:

1. Not to make or permit unauthorized use of any information.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment and in accordance with University policies.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with University policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. Not to remove any official record (or copy) or report from the office where it is kept except in the performance of their duties.
6. Not to operate or request others to operate any University equipment for purely personal business.
7. Not to aid, abet, or act in conspiracy with another to violate any part of this code.
8. To immediately report any violation of the code to their work supervisor.

As custodians of official University records, we all share the responsibility for ensuring the security and privacy of the records and data we maintain. Please study this code and the excerpt from Ohio University Policy and Procedure 12.020: Section III, Releasing Student Records (on reverse side) carefully and after you have read it, sign the statement below. This signed acknowledgment will be retained in files of the Office of Information Technology – Information Security Office.

A violation of this code or the Ohio University student records policy may lead to reprimand, suspension, dismissal, or other disciplinary action, consistent with the general policies of the University related to student discipline or personnel policy.

I, \_\_\_\_\_, hereby affirm that I have read the Ohio University FERPA Compliance Statement and the excerpt from Ohio University Policy and Procedure 12.020: Section III, Releasing Student Records (on reverse side). I understand that my acceptance of access to the Student Information System, or any student records, signifies that I accept the responsibility for complying with the institutional student records policy. By my signature below, I understand and agree to adhere to the release of student record restrictions as described in this policy. I have retained in my possession a copy of this document and the excerpt on release of student records on the reverse side for my future reference and understand that the original signed copy will be placed on file in the Office of Information Technology - Information Security Office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OHIO ID

### III. Releasing Student Records

Student records at Ohio University are held in trust by the university for the mutual benefit of the student and the educational mission of the university. Therefore, except with the prior written consent of the student (the Consent to Release Education Records form may be used), or as otherwise stated below, no information in any student education record may be released to any individual or organization.

1. Record-keeping personnel may have access to student education records protected by FERPA according to the conditions stipulated in the Plan section, subsection II, above.
2. University officials demonstrating a legitimate educational interest may have access to student education records protected by FERPA. A university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted to perform a service on behalf of the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
3. The following information is considered public or directory information, and may be published in a university publication or otherwise released:
  - the student's name,
  - residence hall, mailing, and home addresses,
  - local or land line, cell (if designated as public), and permanent telephone numbers,
  - university e-mail address,
  - current major program(s),
  - participation in officially recognized activities and sports,
  - weight and height of members of athletic teams,
  - dates of enrollment at Ohio University,
  - degrees and awards received from Ohio University, including dates and major programs,
  - previous educational agencies or institutions attended by the student,
  - student's "also known as" (AKA) name,
  - student standing and degree level (first year undergraduate, second year graduate, etc.),
  - enrollment status (full-time, etc.), including total hours enrolled, by term,
  - primary advisor,
  - expected graduation date,
  - current college and campus,
  - residency status (Ohio resident, out-of-state),
  - admission status (new, continuing, etc.),
  - record hold(s),
  - deceased status.

The university shall give public notice of the categories of information that shall be considered public or directory information, and shall allow a reasonable period of time after such notice has been given for a student to inform the university, by filing a Confidentiality Status Request with the Office of the University Registrar, that **none** of the information so designated should be released without the student's prior consent.

4. Direct access to disciplinary files is limited to the staff members of the Office of Community Standard and Student Responsibility, the Office of Legal Affairs, and the Dean of Students. In addition, University Judiciaries shall notify the academic college in which a student is enrolled when the student is found in violation of the Student Code of Conduct, so as to assist the colleges in their work with students. This item shall not be construed so as to prohibit the Office of Community Standard and Student Responsibility from advising appropriate university offices that demonstrate a legitimate educational interest of the facts and disposition of a particular disciplinary case, nor shall it be construed so as to prohibit the Office of Community Standard and Student Responsibility from advising any person demonstrating a need to know as to whether a disciplinary file does or does not exist.
5. Medical and psychological treatment records are legally confidential and privileged. They will not be released to anyone other than professional and clerical staff responsible for medical and psychological information without the express written authorization of the student involved. In such cases, the student must designate what information is to be released and to whom that information is to be released.