

SOUTHERN ADVENTIST UNIVERSITY
CONFIDENTIALITY OF RECORDS
AND
PROMISE TO PROTECT THE SECURITY OF STUDENT RECORDS

The records that you work with as an employee of Records and Advisement are confidential. Release of student information is governed by the federal Family Educational Rights and Privacy Act (FERPA). You **must not** share any of the information from these records with anyone outside this office. This includes birthdates, grades, grad point averages, schedules, Social Security number, or other information found on student records.

DIRECTORY INFORMATION

Southern Adventist University designates the following items as directory information: student name, address, telephone number, email, address; parent's name, address, telephone number; date and place of birth; major and minor fields of study, part-time or full-time status, degrees and awards received, previous schools attended, and photograph. Southern Adventist University may disclose any of these items without prior written consent, unless notified in writing to the contrary. Such notification must be received within three school days of the official date of registration in order to ensure that directory information will not be included in university publications. The year of birth is to be used for identification purposes only.

Public: According to administrative guidelines, only directory information can be released to a third party. Exceptions should be directed to the Director of Records and Advisement.

If a student has requested confidentiality, it will be indicated on the computer screen. If that is the case, it is not permissible to provide *any* information about the student. You should respond to the inquiry by saying, "I'm sorry, there is no information available on that person." If the caller claims to be the student himself/herself and persists in demanding information, you should insist that he or she come in person to the office to make a request for any information or to submit a request in writing. If the caller is a lending agency, ask for a written request on letterhead.

Law Enforcement Officials: Occasionally law enforcement officials, including Campus Safety, will call and request information. Refer outside agencies to Campus Safety. If Campus Safety call, it is necessary to clarify that they are not to give out any information that is not directory information to an outside party. A subpoena is required for any information that is not directory information. A subpoena requires the university to make a reasonable effort to inform the student of the subpoena in case he or she would like to squash the subpoena legally.

Importance of Confidentiality and Security of Student Records: As employees of Records and Advisement, we hold as absolutely essential the security and integrity of student records. Therefore, we must never breach the confidentiality of records nor attempt to alter or falsify a record.

Promise to Protect the Security of Records

I have read the information above and agree to abide by these guidelines. I further promise never to alter or falsify a student record. I make this promise knowing that violation it could result in my being dismissed from employment.

Signature: _____ Date: _____