

Academic Affairs Manual (ACD)

ACD 121: Privacy Rights of Students

Effective: 9/27/1984

Revised: 7/1/2011

Purpose

To outline ASU’s policy on protection of student privacy rights and release of student information

Sources

Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment), *20 United States Code* § 1232g)

Office of the Provost of the University

Senior Vice President for Educational Outreach and Student Services

Applicability

Employees, students, and agents of ASU

Policy

All university [employees](#) are legally obliged to protect the privacy rights of [students](#) and the confidentiality of [educational records](#), in accordance with federal law and university policy. This policy summarizes ASU’s complete and definitive policy regarding the privacy rights of students, which appears in the *Student Services Manual*—[SSM 107-01](#), “Release of Student Information.” Except in the limited circumstances described in SSM 107-01, or when authorized by the student, the release of information from student records is prohibited.

[Disclosure](#) of educational records includes permitting access, release, transfer, or other communication of a student’s educational records or the personally identifiable information contained in them, orally, in writing, by electronic means, or by any other means to any party. Educational records include any information or data directly related to a student recorded in any medium and maintained by the university or someone acting for the university. Media containing educational records include but are not limited to: handwriting, print, tapes, film, microfilm, microfiche, and electronic media such as databases. Two types of educational records are subject to the Family Educational Rights and Privacy Act of 1974: [directory information](#) and personally identifiable information. Educational records do not include those records specifically excluded by the federal law.

Complaints related to the confidentiality of student records that are not resolved within the university may be filed with the office and review board designated by the secretary of the U.S. Department of Education. If lack of compliance with the act or related regulations is found, this federal office may withdraw certain federal funding until the university complies with the policy.

For complete information about student privacy rights, see [SSM 107-01](#). Requests for additional information or clarification may also be directed to University Registrar Services.

Cross-Reference

For the complete policy on student privacy rights and disclosure of student information, see the *Student Services Manual*—[SSM 107-01](#), “Release of Student Information.”