

## **Texas Woman's University Regent Policy**

**Regent Policy Name: FERPA (Student Records)**

**Regent Policy Number: Regent Policy: B.20600**

### **POLICY STATEMENT**

Texas Woman's University affords all students the rights and protections relating to their education records as provided in the Family Educational Rights and Privacy Act (FERPA).

University collects and retains data and information about students for designated periods of time for the express purpose of facilitating the student's educational development. The University recognizes its obligation under the Family Educational Rights and Privacy Act of 1974 (FERPA) and is committed to maintaining the privacy rights of individuals while appreciating the institution's need for information relevant to the fulfillment of its educational missions.

### **APPLICABILITY**

This policy is applicable TWU Students.

### **DEFINITIONS**

None

### **POLICY**

#### **I. Student Access to Education Record**

Student Access. Consistent with FERPA, students will be granted access to their education record and except in limited circumstances education records will not be disclosed without a student's consent.

#### **II. Faculty and Staff Training**

Mandatory Training. It is the policy of this University that all faculty & staff with access to personally identifiable student educational records to complete the mandatory FERPA training.

#### **III. University Regulations and Procedures – FERPA**

Adoption of Regulations and Procedures. The Chancellor and President shall establish effective Procedures and Regulations to administer this Policy consistent with the law and the mission of the institution.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

## **REFERENCES**

[TWU Office of Financial Aid Eligibility Requirements](#)

## **FORMS AND TOOLS**

None

**Adopted: November 10, 2016**

**Revised: (Month Day, Year)**