



**POLICY STATEMENT**

**NO. 7.09.00**

**COORDINATED BY:** Office of Strategic Initiatives

**EFFECTIVE:** November 20, 2020

**PUBLISHED ONLINE AT:**

<https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

**SUBJECT:      PRIVACY OF EDUCATIONAL RECORDS**

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**I.      PURPOSE**

This policy serves to notify Louisiana State University Shreveport (LSUS) students of their rights regarding their educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and provides the University's faculty, staff, and other community members guidance for the maintenance of, access to, and release of such educational records.

Each record-keeping office should establish and maintain procedures to handle student educational records consistent with this policy.

This policy provides a general framework for the University's compliance with FERPA. This policy does not cover all aspects and exceptions under FERPA and other laws. Unless specifically provided in the policy, the University does not intend to offer more protection than provided by FERPA.

Any ambiguities in this document shall be resolved in favor of a meaning that permits the University to comply with relevant laws and consistent with University policies.

**II.      DEFINITIONS**

**Student:** A person who is currently enrolled or has ever been enrolled in coursework (regardless of mode of delivery) at LSUS and for whom the University maintains educational records.

**Educational Records:** Any records, with certain exceptions, noted below, that are: 1) directly related to a student; and 2) maintained by the University or its agents. Student educational records can include academic and non-academic

information. Examples of academic and non-academic student educational records include, without limitation:

Academic Records: Permanent record of academic performance (e.g., transcript, including supporting documents) maintained by the Records Office, academic advisor, dean's office, and Office of Academic Affairs; files of academic progress maintained by the individual school/college academic office and Office of Academic Affairs; admission files of students; Career Center files; and

Non-Academic Records: Files related to Financial Aid, Housing and Dining Programs, International Student Services, Student Accounts, and the Library; student discipline files; employment files of students who are employed because of their student status (e.g., work-study, graduate assistantship/fellowship).

Specifically excluded from the definition of student educational records are:

1. Medical and mental health information, which is created, maintained, or used by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of the student and disclosed only to individuals providing the treatment. Such records are strictly confidential and not accessible except as provided by applicable law;
2. Sole possession records or private notes maintained by individual faculty and instructional, supervisory, or administrative personnel for their own use and which are not accessible or released to anyone except a substitute;
3. Records created and maintained by Public Safety solely for law enforcement purposes;
4. Employment records of students which are made and maintained in the normal course of business, relate exclusively to their employment, and are not available for use for any other purpose;
5. Alumni records, which contain only information about former students after they are no longer students at the University.

**FERPA:** The Family Educational Rights and Privacy Act also known as "The Buckley Amendment" (20 U.S.C. 1232g; 34 CFR Part 99). Which under this law, students have the right to inspect and challenge the accuracy of information contained in their LSUS educational records.

**Directory Information:** The information LSUS is able to release regarding a student unless the student requests, in writing, for this information to be withheld. Directory information includes: student name, address, telephone number, email address, date of birth, enrollment status (full-time or part-time), dates of attendance, date of graduation, major and minor fields of study, degrees and awards received, date of admission, enrollment status, student level classification, most recent previous educational institution attended, eligibility for honor societies, participation in officially-recognized activities and sports, weight and height of members of athletic teams, and other similar information. Photographic, video, or electronic images of students taken and maintained by the University are also considered directory information.

**Registrar:** The designated University Official who oversees student educational records.

**University Official:** A person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person on the Board of Supervisors; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official **MUST** have legitimate need to review an educational record in order to fulfill their professional responsibility.

### III. NOTICE

LSUS will annually inform individuals in attendance of their rights under FERPA. Your FERPA rights begin when you have enrolled; that is, when you have scheduled classes, paid fees, and classes have begun. At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, regardless of age, unless granted in writing by the student or the student is a dependent as defined by the IRS. The right of access is limited solely to the student.

### IV. OPERATING PROCEDURES

Student educational records are confidential and may only be released with consent of the student or as otherwise permitted by law. Without this consent,



LSUS may not release these records to anyone, including parents. Students have the following rights regarding their educational records: 1) to have access to their educational records, 2) to seek amendment of information in an educational record which the student demonstrates is inaccurate, 3) to consent a release a record to a third party, 4) to request nondisclosure of directory information, and 5) to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by LSUS to comply with FERPA.


LSUS is not required to provide any directory information to an outside agency, individual, or business for commercial solicitation purposes.

Under this policy, the student has the right to the following:

1. The right to inspect and review their educational records. A student should submit a request in writing (or email) to the Registrar for the record they wish to review. The information shall be provided to the student within 45 days of receipt of the written request. If the records requested are not maintained by the Registrar, it is the responsibility of the Registrar to connect the student with the appropriate LSUS administrative officer.
2. The right to request the amendment of the student's educational records that the student believes to be inaccurate or misleading. Students may ask the University to amend a record if they believe it is not accurate. A request for a record to be adjusted should be received by the Registrar (or the appropriate administrative officer) in writing with clear identification of the part of the record that needs to be amended, and provide proof of why the record is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision in writing, and advise the student of their right to a hearing regarding the request for the amendment. More information regarding the hearing will be given by the appropriate administrative officer when they receive notification of the appeal.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. An exception to this rule would be disclosure without consent to a school official as described in section II, DEFINITIONS.


4. The right to object to the release of directory information. The student may deny the release of directory information by notifying the Registrar in writing. LSUS will honor these requests for non-disclosure until the Registrar receives written notice from the student to remove the request for non-disclosure. Please note the implications of denying the release of directory information: If a perspective employer, loan company, family member, etc., inquires about a student, they will be informed that LSUS has no record of that student. If the student calls or tries to obtain information without a picture ID, he or she will be told LSUS has no record of him or her. Students may deny directory information or revoke an existing request to deny directory information via fax, mail, or in-person by written request.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue, SW  
 Washington, DC 20202-4605

**AUTHORIZED BY:**

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 Julie Lessiter  
 Vice Chancellor for Strategic Initiatives

01/08/2021  
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 Date Signed

**APPROVED BY:**

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 Lawrence Clark  
 Chancellor

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