

# SHAWNEE STATE UNIVERSITY

POLICY TITLE:	STUDENT EDUCATION RECORDS PRIVACY AND RELEASE
POLICY NO.:	3.04REV
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RESPONSIBLE PARTY:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, requires educational institutions to protect the privacy of student educational records and to ensure that students have access to their own educational records. As such, Shawnee State University will have a procedure and processes in place to ensure University compliance with FERPA’s requirements. The procedure will include, but not be limited to the following: the method for informing students of their FERPA rights; and information regarding the campus locations of student educational records and the university officials who have authorized access to educational records. The procedure may also identify whether the University will have a student directory and if so, the type of student information that will be listed in such directory as well as the process for students to opt out of the directory.

## History

Effective: 04/02/90  
Revised: 03/14/14; 03/11/11; 05/25/01  
Reviewed: 06/26/2020; 04/14/17

Applicable Procedure: [3.04:1 Student Education Records: Privacy and Release](#)