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Subject Annual FERPA Statement

TO: Campus Community
FROM: Beverly Rivera, University Registrar
Lynette Phillips, Associate Counsel
RE: Confidentiality of Student Records
DATE: October 30, 2002

The University complies with applicable federal and state laws to manage student records and protect the confidentiality and privacy of student information. All members of the campus community are responsible to adhere to these policies and to follow good practices in handling paper or electronic student records. As required by law, notice of this policies and of students' rights under federal law is given annually to the campus community and is posted in the Registrar's website.

Applicable regulations include:

The Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment [link]

The USA Patriot Acts (amendments to the FERPA Act) [link]

NY State Law regarding the use of students' social security number

University Policy on Student Access to Academic Records (P507R) [link]

Highlights of the privacy laws:

- The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination is made on a case-by-case basis by the Registrar's Office.

- With the exception of "Directory (Public) Information" (see below) student information must not be transmitted by any University employee to anyone outside the University (including parents or spouses) without the express written release by the student (as is the case of recommendation letters or issuance of academic transcripts) or pursuant to a lawfully subpoena/order. Students may complete a form authorizing the Registrar's Office to permit non-University individuals (e.g., their parents or spouses) to view their academic record.

- Public information is called directory information and it includes the student's name, local address and telephone, E-mail address, date and place of birth, major field of study, year in school, dates of attendance, degrees and dates awarded, awards and academic honors, most recent previous educational institution attended, participation in officially recognized activities and sports, height and weight of members of athletic teams. Students may complete a request to the

Registrar's Office to suppress even directory information from being divulged.

· In addition to FERPA, NY State legislation that became effective in 2001 specifically bars the display of a student's social security number in a posting or public listing of grades, on class rosters or other lists provided to teachers, on student identification cards, and in student directories or similar listings.

Only the Office of University Counsel coordinates responses to subpoenas, court orders or law enforcement requests for student records. Employees receiving any such requests MUST contact University Counsel for immediate action.

For more information:

1. Complete FERPA regulation is posted in the US Department of Education website: www.ed.gov/offices/OM/fpco/ferpa.
2. Amendments to FERPA are available at:
www.ed.gov/offices/OM/fpco/pdf/ht_terrorism.pdf
3. Copies of this policy are available at the University Registrar's Office, and it is published in the Undergraduate Bulletin and in the University Registrar's website:
<http://naples.cc.sunysb.edu/Prov/registrarweb.nsf/pages/ferpa>
4. University Policy on Student Access to Academic Records (P507R):
<http://naples.cc.sunysb.edu/Admin/policy.nsf/pages/p507>
5. State University Of New York At Stony Brook Responsible Use Of Information Technology Policy (P109:R):
<http://naples.cc.stonybrook.edu/doit.nsf/pages/policy>.
6. Questions about the University's interpretation of the FERPA guidelines should be referred to the University Counsel, 328 Administration, 2-6110.