

16.01.02.R1 Education Records and Personally Identifiable Information

Approved August 30, 2023
Next Scheduled Review August 30, 2028



Rule Summary

Texas A&M University-Commerce (A&M-Commerce or University) is committed to protecting the privacy of education records and has processes in place to ensure that all persons and third parties that access or maintain education records on behalf of the University understand their responsibilities with respect to those education records and comply with FERPA.

This rule serves to outline the processes in place to protect education records, as defined by FERPA, and permit students to exercise their FERPA rights in conjunction with [System Regulation 16.01.02, Privacy](#).

Procedures and Responsibilities

1 GENERAL

- 1.1 The President has designated the University Registrar as the FERPA official and responsible person for overseeing the FERPA compliance program for all educational records.
- 1.2 Information on FERPA on how it applies to students, parents, and faculty are published on the [University Registrar's website](#).
- 1.3 Students are considered in attendance for purposes of FERPA upon their first date of enrollment.

2 DISCLOSURE OF INFORMATION

- 2.1 Students wishing to grant a parent or guardian access to certain non-directory information in a student's education record may do so by completing an [Authorization to Release Education Records](#).
- 2.2 Students wishing to grant third parties access to certain non-directory information pertaining to specific conduct matters may do so by contacting Student Affairs or the University Ethics & Compliance Office. This release is attached to the file associated with the specific conduct or Title IX/Civil Rights investigation record and is only applicable to the particular instance.

- 2.3 Student Athletes wishing to grant third parties information related to their athletic performance including, but not limited to, statistics, injury information, playing statistics, photos, and GPA, may do so by signing the Athletics Department Notice of Privacy Practices and Consent to Disclosure of Education Records within the Athletic Department.
- 2.4 The Registrar is responsible for determining the categories of information that constitute directory information, as defined by FERPA, and whether and to whom A&M-Commerce will release directory information. Requests for directory information must be submitted through the public information process outlined on the university [Public Information webpage](#).
- 2.5 The Registrar's office is responsible for receiving and responding to student requests to exercise their rights under FERPA, including the right to inspect and review their education records, amend their education records, and limit the disclosure of their directory information. Information about these FERPA rights and the process by which a student may exercise their FERPA rights can be found on the [university website](#).
 - 2.5.1 Students may decline the release of their directory information by using the *Request to Withhold Directory Information* form found on the university website.
 - 2.5.2 Students are responsible for reviewing their records for accuracy. Students wishing to inspect their academic records may do so by contacting the Registrar's office at RegOFC@tamuc.edu or by completing a *Request to Inspect or Review Education Records* to make an appointment.
 - 2.5.3 Students wishing to appeal for their academic record to be amended due to extenuating circumstances may file a *Request to Amend or Remove Education Records* or *Request for Formal Hearing*. This form is available online or through the Registrar's office. Appeals should be initiated within 12 months after the record was placed on the student's academic record.
 - 2.5.4 Appeals of the Registrar's decision may be made by completing a *Request for Formal Hearing*.
- 2.6 Third party requests for student information will be forwarded to the University Ethics and Compliance Office for coordination with all departments/units to collect the requested records to the extent that disclosure is authorized by FERPA. The University Ethics and Compliance Office will send all required FERPA notifications to the student and requestors.

3 NOTIFICATION, TRAINING, AND ENFORCEMENT

- 3.1 An annual notification providing information on student rights under FERPA is sent to all active and enrolled students in the fall and spring term of each academic year. The notification is created by the University Registrar and then sent to the Division of Student Affairs for distribution to all students by email. Prior to distribution, this notification is submitted to the Office of General Counsel for review each year by the University Registrar.

- 3.2 All employees are required to complete FERPA training via TrainTraq upon hire and once every two years thereafter.
- 3.3 The University Registrar works together with the Center for Information Technology Excellence to investigate and hear cases of potential FERPA violations or disclosures, breach of system security, or any other incident resulting in the unauthorized access, disclosure or use of personally identifiable information.
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Related Statutes, Policies, or Requirements

[Family Educational Rights and Privacy Act \(FERPA\)](#)

System Regulation [16.01.02, Privacy](#)

Suspends University Procedure *13.99.99.R0.02 Confidentiality of Student Records and Test Scores*

Appendix

[FERPA for Faculty and Staff](#)

[FERPA for Students](#)

Contact Office

Registrar's Office
903.886.5068