13.99.99.R0.02 Confidentiality of Student Academic Records and Test Scores

Approved September 1, 1996
Revised June 1, 2002
Reviewed August 19, 2013
Next Scheduled Review: August 19, 2018

Procedure Statement

Texas A&M University-Commerce acknowledges that maintenance of student academic records has become a major concern in all institutions of higher education. Such records must be confidential and safe for the institution to maintain the proper relationship with its students and its public. Since many of these records contain confidential information, it is necessary to the welfare of the students and the university that this information is available only to the professional faculty and staff for the specific purposes for which it was secured.

Reason for Procedure

This procedure provides guidance for compliance with The Family Education Rights and Privacy Act (FERPA). Each faculty and staff member is responsible for keeping student academic records confidential.

Procedures and Responsibilities

1 The university also recognizes the right of individuals and institutions to privacy with regard to information supplied by and about them that may be stored in data or research files held by the A&M-Commerce and Evaluation Office, and the responsibility of the university to protect information in its files from unauthorized disclosure.

2 Students requesting transcripts of their academic records from the Registrar's Office must present proper identification before the transcript can be released. Transcripts may be requested by mail or fax but may not be requested by e-mail. Transcripts are mailed by the Registrar's Office only on written authorization from the individual.

3 Requests for testing information and test scores shall be made in writing to the director of Student Assessment and Evaluation who will authorize the appropriate release of this information.

Related Statutes, Policies, or Requirements

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

System Policy *13.02 Students Rights and Obligations*

Contact Office

University Registrar
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