

Policy Title: Confidentiality of Student Records

Policy Type: Student **New/revised:** Revised

Old Policy #: 3:02:03:00

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: The purpose of this policy is the establishment of policy to protect the confidentiality of records for students of East Tennessee State University.

Policy

- I. It is the policy of East Tennessee State University to comply with the Family Educational Rights and Privacy Act ("Buckley Amendment") and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students.
 - A. Each faculty and staff member employed by the University is individually responsible for complying with the Buckley Amendment, and violations may subject the faculty or staff member to disciplinary action.
 - B. Appropriate references to this policy shall be included in each faculty and staff handbook and shall be included in orientation sessions for new employees who work with or have access to student records.
- II. The University shall develop procedures consistent with this policy, and students shall be informed annually of their rights under said University policy and procedures.

3/24/2017 – approved by the Board of Trustees.