

- (3) Records relating solely to an employee of TTUHSC in their capacity as an employee that are not available for any other purpose, unless the student is employed as a result of their status as a student;
 - (4) Student medical and counseling records created, maintained, and/or used only in connection with providing medical treatment or counseling to the student, that are not disclosed to anyone other than the individuals providing the treatment; and,
 - (5) Alumni records or other records that contain information about an individual after he/she is no longer a student at that agency or institution (e.g., information gathered on the accomplishments of alumni).
- c. Eligible Student. A student who has reached the age of 18 or is attending an institution of postsecondary education.
 - Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law which protects privacy interests of parents and students in their education records.
 - d.
 - e. Legitimate Educational Interest. A *legitimate educational interest* means that the official has a need to access student education records for the purpose of performing an appropriate educational, research, or administrative function of the institution.

Questions regarding legitimate educational interest should be referred to the Registrar. Instances of dispute regarding legitimate educational interest will be resolved by the Associate Provost for Student Affairs.

- f. Records Custodian. TTUHSC office or individual responsible for maintaining a specific Education Record.
- g. Student. A "Student" is any individual who is, or has been,ny

- a. Subject to Sections 2(b)-(c) and (3) below, a student may request that their Directory Information be withheld at any time by:
 - (1) Submitting a written request to the TTUHSC Registrar's Office to withhold the information; or,
 - (2) Changing the Directory Information release indicator via <http://webraider.ttuhs.edu>.

- (8) Accrediting Organizations. Accrediting organizations to carry out their functions.
- (9) Parents of Dependent. Parents, as defined in 34 CFR 99.3, of an eligible student who claims the student as a dependent for income tax purposes, provided that the parent provides adequate written documentation of the dependent status.
- (10)S

eligible student. TTUHSC may disclose the education records of a student that are relevant for TTUHSC to precede with legal action. In addition, if a parent or eligible student initiates legal action against TTUHSC, TTUHSC may disclose to the court, without a court order or subpoena, the student's education records that are relevant for TTUHSC to defend itself. The Office of General Counsel should be consulted before TTUHSC discloses education records to a court pursuant to this section.

(18) Student Exchange Visitor Information System. The Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to TTUHSC's participation in Student Exchange Visitor Information System (SEVIS).

(19) Military Recruiters. Military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment, 10 U.S.C. § 983; 32 C.F.R. Part 216), unless the student has elected to withhold this information under Section 2 above. Student recruiting information is name, address, telephone listing, age (or year of birth), class level, major, degrees received and most recent educational institution of enrollment.

(20) Internal Revenue Service. The Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.

Veterans Affairs. Authorized representatives of the Department of Veterans Affairs for students receiving educational assistance from the agency.

b. When released (8-11-15) from a sign-in table, Section 008-TW-8(3-87)(5e-f) 17.9 (and eanf)-15h (es)-8 (ia

c. Student Requests for Access of Education Records.

- (1) A student's request for access to their education records should be made by completing a Student Request for Access to Education Records form (Attachment B) and returning the form to the Records Custodian. The student must identify as precisely as possible the record(s) the student wishes to inspect.
- (2) Although principal locations for student education records are referenced below, a student is in the best position to determine which offices or officials are likely to possess their education records. If a student is uncertain as to what office maintains the records at issue, the student shall submit a written request for assistance to the Office of the Registrar.
- (3) Proper photographic identification must be presented to the Records Custodian before the documents may be reviewed.
- (4) Records authorized to be disclosed under FERPA will be made available to the student within forty-five (45) days from the Records Custodian's receipt of the written request.

- a. Informal Discussion. A student who believes that their education records are inaccurate or misleading, or that the records violate their privacy rights, must first request an informal discussion regarding the questionable item with the Records Custodian, who may or may not honor the request.
- b. Written Request to Amend Records. If the result of the informal discussion with the Records Custodian is not satisfactory to the student, and the student still wishes to have the record corrected, the student should submit a Student Request to Amend Education Records form (Attachment C) to the Associate Provost for Student Affairs or designee. The request shall clearly identify the part of the record the student believes should be changed, and specify why it should be changed, i.e., why the student believes the record is inaccurate, misleading or in violation of their privacy rights. [Note: The substantive judgment of a fmdw-16.1 (tl-15.7 (t))-1.309 0 g43 T

is not inaccurate, misleading, or otherwise in violation of the privacy rights of the Student, the Student will be notified of the right to place a statement in the record contesting the information in the record or stating why the Student disagrees with the decision of the agency or institution, or both. Any statement provided by the Student shall be maintained with the contes(ont)-15.8 (es)-8 (t)-15.74p5.5 (s)- the 1 (t)-15.8 (he)TJ -22.cord co (t)-15.7 (he)248 (t)-15

- b. Each individual requesting access must complete the FERPA training referenced below and the Confidentiality Agreement (Attachment D) D)

