



University Executive Directive #11-05	Issue Date: September 9, 2014
Subject: FERPA Compliance Policy	Revision Date: April 1, 2012, March 23, 2012, October 20, 2011, May 19, 2010
Approved: President	
Contact: Office of the Registrar	

I. PURPOSE

The Family Educational Rights and Privacy Act of 1974 (hereinafter known as FERPA) is a federal law which states that an educational institution



- 1) Contain information that is directly related to a student and
- 2) Are maintained by an educational agency or institution or by a party acting for the agency or institution.

Exceptions to "education records" include:

- Records kept in the sole possession of the maker and disclosable to a temporary substitute for the maker of the record.
- Law Enforcement Unit Records maintained for law enforcement purposes.
- Employment Records of employees whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Health Records used only for the treatment of a student and made available only to those persons providing treatment.
- Alumni Records which contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

The following is a list of the major types and locations of records (not all inclusive) that CSU East Bay maintains including the custodian for the respective record.

RECORD	OFFICE	CUSTODIAN
Permanent Academic (transcript and academic file)	Office of the Registrar	University Registrar
Disciplinary	Student Development and Judicial Affairs	Director
Financial Aid	Financial Aid	Executive Director of Financial Aid
Student Financial Account	Student Accounts	Manager
Graduate Academic Records	Academic Programs and Graduate Studies	Associate Vice President
Police	University Police Department	Chief of University Police
Health Records	Student Health Services	Associate Vice President
Progress or Academic Assistance Records	Provost	Vice President Academic Affairs and Provost
Housing	Housing and Residential Life	Associate Vice President
Continuing Education	Continuing Education	Associate Vice President
Academic Advising	Academic Advising and Career Education	Director





- Photo
- Full Time or Part Time Status
- Graduate or Undergraduate Status
- Date and Place of Birth
- Height and Weight of Members of Athletic Teams
- Major
- Participation in Athletics and Student Activities
- Dates of Attendance
- Degrees
- Awards and Honors
- Most Recent Institution Attended

Directory information may be released upon request unless a student specifically requests in writing that this information not be released. This request must be submitted in writing to the Office of the Registrar. Requests from third parties for directory information, or access to non directory information will be directed to Planning and Institutional Research.

- 3) The University may also release personally identifiable information contained in a student's record to:
 - a) Officials of other institutions in which a student seeks to enroll.
 - b) To government officials in connection with the audit and evaluation of federal and state-supported education programs.
 - c) To persons or organizations conducting research for the development of tests, administration of financial aid, or the improvement of instruction.
 - d) To accrediting agencies.
 - e) To persons in an emergency in order to protect the health and safety of the student or of others.
 - f) To persons in compliance with a judicial order or subpoena, and state and/or federal statutes.
 - g) As required for the university to defend itself where a student has brought a lawsuit against the University.

The University offices maintaining education records shall keep a record of all parties requesting or obtaining access to the contents of student records (except in case of requests by school officials; or by parties requesting directory information). This record of request must identify the legitimate interest the person(s) had in seeking or obtaining information contained in a record and may be available for inspection by the student identified by the record.

IV. POLICY GOVERNING PROCEDURES FOR CHALLENGING THE CONTENTS OF AN EDUCATIONAL RECORD

A student may challenge the contents of an education record which they consider to be inaccurate, misleading, or otherwise in violation of their privacy rights. Students may initiate a

