

## 16.01.02.H1 Student Privacy

Approved: May 26, 2023  
Next Scheduled Review: May 26, 2028



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### Rule Summary

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Texas A&M University-Texarkana (A&M-Texarkana) must manage education records in compliance with the Family Educational Rights and Privacy Act (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](#).

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### Procedures and Responsibilities

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#### 1. ADMINISTRATION

- 1.1. A&M-Texarkana 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 A&M-Texarkana understand their responsibilities with respect to those education records and comply with FERPA.
  - 1.1.1. 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 a Certificate of Dependency located in the Web for Students protected website. This Certificate of Dependency is attached to their electronic student educational record.
  - 1.1.2. Students wishing to grant third parties access to certain non-directory information pertaining to specific conduct matters may do so by signing a Consent for Texas A&M University-Texarkana to Release Disciplinary Records/Information, available in Student Affairs or the Title IX 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 and student.
  - 1.1.3. Student Athletes wishing to grant third parties to 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 TAMUT Athletics Department Notice of Privacy Practices and Consent to Disclosure of Education Records within the Athletic Department.

- 1.2. The Registrar serves as A&M-Texarkana's designated FERPA official.
- 1.3. Students are considered in attendance for purposes of FERPA upon their first date of enrollment.
- 1.4. The Registrar will distribute the annual notification of FERPA rights to students via email. This notification will be submitted to the Office of General Counsel for review and approval on an annual basis prior to its distribution.
- 1.5. 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-Texarkana will release directory information. Requests for directory information must be submitted through the public information process outlined in [University Procedure 61.01.02.H0.01, Public Information](#).
- 1.6. The Registrar's office is responsible for receiving and responding to student requests to exercise their rights under FERPA, including the rights 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.
  - 1.6.1. Students may object to the release of their directory information by notifying the Registrar's office in writing, using the Request to Prevent Disclosure of Directory Information form found on the university website.
  - 1.6.2. 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 [registrar@tamut.edu](mailto:registrar@tamut.edu) to make an appointment.
  - 1.6.3. Students wishing to appeal for their academic record to be amended may file an Academic Records Appeal. 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. TRAINING

All employees of A&M-Texarkana who create, access, maintain or disclose education records are required to complete FERPA training via TrainTraq upon hire and once every two years thereafter.

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### Related Statutes, Policies, or Requirements

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

[System Regulation 16.01.02, Privacy](#)

[University Procedure 33.05.02.H0.01, Required Employee Training](#)

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**Contact Office**

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Office of the Registrar  
(903) 334-6601

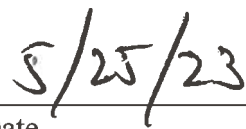
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**System Approvals\***

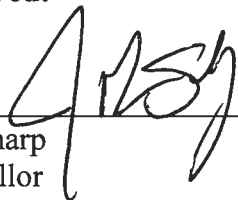
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**Approved for Legal Sufficiency:**

  
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Ray Bonilla  
General Counsel

  
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Date

**Approved:**

  
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John Sharp  
Chancellor

  
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Date

**\*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.**