

3.02.03.00 Confidentiality of Student Records



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Policy/Guideline Area

Student Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is the establishment of policy to protect the confidentiality of records for students of Tennessee Board of Regents institutions.

Policy/Guideline

- I. Confidentiality of Student Records
 - A. The following policy of the State Board of Regents concerning access to educational records shall apply to all institutions governed by the Board.
 - 1. It is the policy of the State Board of Regents and its institutions to comply with the Family Educational Rights and Privacy Act (FERPA) 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 Board of Regents or its institutions 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.

2. Each institution shall develop policies and procedures consistent with TBR guidelines adopted pursuant to this policy, and students shall be informed annually of their rights under said institutional policies and procedures.

Sources

Authority

T.C.A. § 49-8-203; Family Educational Rights and Privacy Act (FERPA).

History

TBR Meeting September 18, 1987.