



**POLICY STATEMENT 34
PRIVACY RIGHTS OF PARENTS AND STUDENTS**

POLICY DIGEST

Primary Monitoring Unit: University Registrar's Office
Secondary Monitoring Unit: none
Initially Issued: June 4, 2010
Last Revised: July 3, 2020

I. PURPOSE

To inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and to outline procedures for those students who wish to inspect, review, amend, or challenge disclosure of their education records.

II. GENERAL POLICY

Louisiana State University at Eunice is committed to adhering to FERPA and ensuring the confidentiality of student education records. Any disclosure of education records will be made only in compliance with FERPA. For specific information regarding compliance with FERPA, see "Privacy and Release of Student Education Records" in Section 7 Campus Regulations of the LSU Eunice Catalog available online at <http://catalog.lsue.edu/> and posted on the Office of the University Registrar's website at <https://www.lsue.edu/registrar/ferpa.php>.

III. PROCEDURES

A. Faculty members are responsible for maintaining the privacy of students' grades for any course or for any activity (project/test/quiz/paper) which is part of a course.

1. This policy is violated if a student's grade is
 - a. openly discussed in class;
 - b. visible on papers, tests, or projects as they are returned, e.g., passed down the row or left on a desk to be picked up;
 - c. publicly posted in a personally identifiable manner; or
 - d. released over the telephone to anyone other than the student or the parents of a dependent student.
2. Disclosure of a student's grades by a faculty member may be made only in a manner that makes the grades identifiable only to the faculty member and the student.

B. Responsibility for interpretation of the provisions of this policy statement rests with the

37 University Registrar, the custodian of the student's official education record.

38 **IV. SOURCE**

39 Family Educational Rights and Privacy Act (FERPA):
40 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

41 **V. APPENDIX**

42 Privacy and Release of Student Education Records: <https://www.lsue.edu/registrar/ferpa.php>.