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POLICY STATEMENT 34 PRIVACY RIGHTS OF PARENTS AND STUDENTS

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POLICY DIGEST

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

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I. PURPOSE

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

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II. GENERAL POLICY

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

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III. PROCEDURES

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

27 1. This policy is violated if a student's grade is

28 a. openly discussed in class;

29 b. visible on papers, tests, or projects as they are returned, e.g., passed down the
30 row or left on a desk to be picked up;

31 c. publicly posted in a personally identifiable manner; or

32 d. released over the telephone to anyone other than the student or the parents of a
33 dependent student.

34 2. Disclosure of a student's grades by a faculty member may be made only in a manner
35 that makes the grades identifiable only to the faculty member and the student.

36 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): <https://studentprivacy.ed.gov/ferpa>.

40 **V. APPENDIX**

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