



PRIVACY OF EDUCATIONAL RECORDS

It is the responsibility of everyone at Clafin University to maintain the privacy of student's records. Each fall and spring semester Clafin notifies students of their rights under FERPA (Family Educational Right and Privacy Act of 1974 as Amended). This federal act gives students certain rights with respect to their educational records.

Definition of Student

At Clafin University, the instant a student registers for classes, their educational records become protected under FERPA.

Definition of Educational Records

Those records directly related to a student and maintained by the institution or by a party acting for the institution. These records do **not** include the following:

1. Personal records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker, and are not accessible or revealed to any other individual.
2. Records relating to individuals who are or have been employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose
3. Records maintained by Clafin's law enforcement office, Campus Police, which were created by this office for the purpose of law enforcement.
4. Records relating to a student which are....

- a. Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting in his/her professional capacity or assisting in a paraprofessional capacity;
 - b. Used solely in connection with providing treatment;
 - c. Not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate people determined by Claflin University.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the University and do not relate to the person as a student.

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