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# UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA

## UCCSN PRIVACY POLICIES FOR STUDENTS AND EMPLOYEES



**Presented to the Assembly Committee on Education  
March 26, 2003**

System Administration • University of Nevada, Reno • University of Nevada, Las Vegas •  
Community College of Southern Nevada • Great Basin College •  
Truckee Meadows Community College • Western Nevada Community College • Desert Research Institute  
Nevada State College at Henderson

F 1/7

ASSEMBLY EDUCATION  
DATE: 3/26/03 ROOM: 3143 EXHIBIT F  
SUBMITTED BY: DR. JANE NICHOLS

# BOARD OF REGENTS STUDENT PRIVACY POLICY

## Board Handbook, Chapter 1, Section 24

### 24. Disclosure of Student Education Records and Directory Information.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each UCCSN institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as "eligible students" in the Act.

1. Education Records. Institutions must have written permission from the parents or eligible student in order to release any personally identifiable information from a student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- School officials<sup>1</sup> with legitimate educational interest<sup>2</sup>
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the institution
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

2. Directory Information. Under the provisions of FERPA, institutions may

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<sup>1</sup> The UCCSN definition of a school official is a "a person employed by the University/College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University/College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks." (B/R 12/02)

<sup>2</sup> For UCCSN purposes, a school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position description or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid. (B/R 12/02)

disclose, without consent, directory information to individuals upon request. Each UCCSN institution must set a definition for its directory information, which may be more restrictive than provided in FERPA. Director information is defined in the Act as information contained in an education record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as including, but not limited to:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous education agency or institution attended

3. Notification Requirements. Each UCCSN institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information shall be provided on the form:

a. Privacy Statement. The following statement must appear in boldface type in a box on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

*Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services. Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution.*

*At [name of institution], directory information is defined as [\_\_\_\_\_]. If you do not wish the institution to release this information about you, please complete this form and return it to the Office of [\_\_\_\_\_] by the deadline stated in the academic calendar. This request will apply permanently to your record until or unless you choose to reverse it.*

- b. Deadline. Students shall be permitted until the end of the first 6 weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.
  - c. Applicability. The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure order.
4. Sale of Directory Information. Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution.

## **BOARD OF REGENTS ONLINE OPT-OUT NOTIFICATION**

**Effective for Fall 2003 registration  
Published on each UCCSN institution's official web site**

In accordance with [University/State College/Community College] policy and the U.S. Family Education Rights and Privacy Act of 1975 (FERPA), the [Name of Institution] vigorously protects the privacy of student education records. The [University/State College/Community College] does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be harmful or an invasion of privacy. The [University/State College/Community College] has designated the following categories as "directory" information:

**UNR:** student name, address, telephone number, email address, major field of study, participation in officially recognized activities and athletics (including Greek organizations), weight and height measurements for members of athletic teams, dates of attendance, enrollment status (full-, half-, or part-time; undergraduate or graduate), degrees and awards received, and listings of the most recent educational entity or institution attended.

**UNLV:** name, address, email address, telephone number, dates of attendance, full-time/part-time status, academic major, class and college, academic honors, other academic institutions recently attended, leadership positions in UNLV organizations, degrees earned, and dates attended.

**NSCH:** name, address, telephone number, dates of attendance, full-time/part-time status, degree awarded, emphasis field, and date of graduation.

**CCSN:** name, address, telephone number, dates of attendance, major field of study, degrees, certificates and awards conferred, most recent and/or previous educational institution or agency attended.

**GBC:** name, address, dates of attendance, full-time/part-time status, degree awarded, major field, and date of graduation.

**TMCC:** name, address, telephone number, dates of attendance, full-time/part-time status, degree awarded, emphasis field, and date of graduation.

**WNCC:** name, city, state, residency status, full-time/part-time status, graduation date, major and degree, academic honors, and whether student is currently enrolled.

Directory information may be provided to individuals or mailing services outside the institution for a variety of purposes deemed beneficial to students. In all instances, the [Name of Institution] exercises informed discretion in responding to any requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The [Name of Institution] does not sell or rent student information for a fee.

You may request that the [University/State College/Community College] not release any directory information about you.

**WARNING:** It is important to consider carefully the potential consequences of restricting such a release. This can have negative consequences since requestors of directory information frequently include prospective employers, insurance companies, honor societies, news media, relatives, and friends. For example, if a prospective employer or graduate school seeks to ascertain your attendance at [Name of Institution], that information cannot be confirmed if you have restricted release of your directory information. In addition, [Name of Institution] will be unable to place your name in publications such as honors and graduation programs unless a written authorization is provided by the student to the institution for this purpose.

If, after due consideration, you wish to restrict the release of this information, please click on the link below to download a copy of the form. The authorization can be mailed, faxed, or dropped off in person to the office indicated on the form. A copy of the authorization form is also available in the class schedule. This request will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to the

UNR: Office of the Registrar  
UNLV: Office of Student Enrollment Services  
NSCH: Office of Admissions and Financial Aid  
CCSN: Office of Admissions and Records  
GBC: Office of Admissions and Records  
TMCC: Office of Admissions and Records  
WNCC: Office of Admissions and Records

# **PRIVACY POLICY FOR EMPLOYEES**

## **UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA CODE**

### **Chapter 5**

#### **Faculty Personnel Files**

- 5.6.2 Personnel and payroll files of University and Community College System of Nevada professional staff are confidential. Personnel and payroll records may only be released pursuant to the written authorization of the professional staff member or pursuant to a court order directing the release of the records that has been signed by a judge with jurisdiction over the matter. The following personnel shall have access to a professional staff member's personnel and payroll files: The staff member, the staff member's representative with a written authorization from the staff member, the staff member's supervisors, including departmental chairs, deans, directors, vice-presidents, provosts, presidents, chancellor, institution personnel officers, System legal counsel, internal auditors, members of the Board of Regents, faculty senate chairs and confidential institution committees including but not limited to tenure and grievance committees. The following information in these personnel files is public information and must be disclosed to the public upon request: the employee's name, title, job description, compensation and perquisites, business address and business telephone numbers, beginning date of employment and ending date of employment.