

Policies and Procedures

SECTION: Academic Concerns	NO. 4.3.1.		
CHAPTER: Students	ISSUED: 1974	REV. A 12/20/78	REV. B
POLICY: Confidentiality of Student Records	PAGE 1 OF 1		

PURPOSE

The University's policy on confidentiality of student records exists to comply with the Family Educational Rights and Privacy Act of 1974 in maintaining students' rights to confidentiality of University-held records of their academic careers.

POLICY

In compliance with the "Family Educational Rights and Privacy Act of 1974 As Amended," Creighton maintains the confidentiality of student records. Specific guidelines for implementing the policy under the Act are published for the information of all students and other members of the University community in a separate booklet entitled "Student Records Policy." Copies are available in the office of each Academic Dean and the University Registrar.

SCOPE

This policy applies to all University employees who have access to, or knowledge of the contents of student academic and personal records.

PROCEDURES

Supervisors of employees who work with or have access to student records should be sure that those employees are informed of and understand this policy. Communication of this policy to all new employees should take place during departmental orientation or initial training periods.

Additionally, supervisors in areas where student records are housed should make sure that procedures are developed to ensure the confidentiality and security of those records, should communicate these procedures to employees, and hold them accountable for following the security/confidentiality procedures.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy may be addressed to Human Resources, to Academic Deans and their staff, or to the University Registrar.

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time, especially to comply with changes in federal law.

RELATED ISSUES

The University does not give information about staff members', students', or patients' addresses, telephone numbers, or other confidential information to anyone outside the University; such information is disseminated internally only on a strict "need to know" basis, except for such information published in University directories.