



## UNIVERSITY RULE

### 16.01.02.M1

### FERPA Compliance

*Approved June 20, 2024*

*Next Scheduled Review: June 20, 2029*

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#### Rule Summary

Texas A&M University (TAMU) will manage education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

This rule serves to outline the processes for ensuring privacy compliance and permit students to exercise their FERPA rights in conjunction with [System Regulation 16.01.02, Privacy](#).

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#### Procedures and Responsibilities

##### 1. GENERAL

- 1.1. Overarching authority on all privacy issues resides with the TAMU Privacy Officer who is responsible for Privacy compliance for TAMU. In accordance with [System Regulation 16.01.02](#), the Privacy Officer has designated Texas A&M's Registrar as the University's FERPA Officer. The Registrar's Office will be responsible for fulfilling the requirements specified under the regulation regarding eligible students.

##### 2. STUDENT RIGHTS UNDER FERPA

- 2.1. All the rights and protections given under FERPA belong to the student. The Registrar's Office is responsible for receiving and responding to student requests to exercise their rights under FERPA, including rights to inspect and review their education records, amend their education records and limit the disclosure of their directory information. Information about FERPA rights and the processes by which a student may exercise these rights are described in [TAMU SAP 13.02.99.M0.01, Student Records](#) and a Statement of Rights is published on the [Student Records Policy](#) page.

##### 3. DISCLOSURE OF INFORMATION

- 3.1. The Registrar's Office will respond to requests for academic records and provides explanations and interpretations of records in accordance with FERPA. Other types of records may be requested through the appropriate records custodian, outlined in [TAMU SAP 13.02.99.M01.01, Student Records, Attachment A](#).

## 3.2. Disclosure of Directory Information

- 3.2.1. “Directory” information is that which is typically considered harmless if disclosed. The University can release directory information without prior consent of the student, unless the student has submitted a request to keep this information confidential. A complete listing of directory information is published in the academic catalog.
- 3.2.2. The Texas A&M’s Registrar is responsible for determining the categories of information that constitute directory information, as defined by FERPA, and whether and to whom Texas A&M University will release directory information. Requests for directory information may be submitted to the Office of the Registrar.
- 3.2.3. Students may request this information be withheld at <https://howdy.tamu.edu>.

## 3.3. Disclosure of Education Records

- 3.3.1. Except as otherwise authorized by FERPA, TAMU may not disclose any non-directory information to any third parties without first obtaining a student’s written consent in accordance with FERPA. Written consent should specify education records allowable for release, to whom, for what purpose, and provide an expiration date for release of content.
  - 3.3.2. Information in student education records may be provided to parents/legal guardians without the written consent of the student if the eligible student is a financial dependent of his or her parents/legal guardians as defined under Section 152 of the Internal Revenue Code of 1986. Students may provide parents/guardians, or other third parties, with appropriate access to view grades and other information via <https://howdy.tamu.edu>.
- 3.4. Students are responsible for reviewing their records for accuracy. Students wishing to inspect their academic records may do so by submitting a written request that identifies the record(s) to the appropriate record custodian, outlined in [SAP 13.02.99.M01.01, Student Records, Attachment A](#). The custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the custodian to whom the request was submitted, that custodian will advise the student of the correct school official to whom the request should be addressed.
  - 3.5. Students have the right to a hearing for the purpose of challenging education records and information directly related to them. Such challenges are restricted to information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights.

## 4. ANNUAL NOTIFICATION

- 4.1. An annual notification providing information on student rights under FERPA is sent via institutional email to all currently enrolled students each academic year. The notice is also posted on the [Student Records Policy](#) page and within the university catalog
- 4.2. Prior to distribution, the TAMU Registrar’s office will submit a draft annual notification to OGC for review each year.

## 5. TRAINING

- 5.1. TAMU employees who create, access, maintain, or disclose student education records are required to complete FERPA training via TrainTraq upon hire and once every two years thereafter.
- 5.2. Other individuals performing temporary tasks which require creation, access, or disclosure of student education records will also be required to complete FERPA training prior to gaining access to those records.

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### **Related Statutes, Policies, or Requirements**

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[Family Educational Rights and Privacy Act \(FERPA\)](#)

[System Regulation 16.01.02, Privacy](#)

[TAMU SAP 13.02.99.M0.01, Student Records](#)

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### **Contact Office**

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[Privacy Office](#)

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