

AUBURN UNIVERSITY

HARRISON SCHOOL OF PHARMACY

PRIVACY POLICIES AND AGREEMENTS

Reviewed Aug. 17, 2015

Family Educational Rights and Privacy Act (FERPA)

As an institution that receives funds from the U.S. Department of Education, Auburn University complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records. To ensure compliance with FERPA, the Harrison School of Pharmacy (HSOP), a professional school within Auburn University, has established the following policies and procedures. These policies and procedures are not necessarily inclusive of all possible situations governed by FERPA. Questions concerning FERPA can be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Definition of Student Education Records: FERPA defines student educational records as those records that are directly related to a student and maintained by an educational agency or institution. For purposes of the HSOP, student records shall include, but shall not necessarily be limited to, the following:

- Student files maintained in the Office of Academic and Student Affairs
- University student records maintained on the OASIS System
- Course records maintained by individual instructors including copies of graded examinations or other assignments, including records that are maintained on WebCT
- Pharmaceutical Care Ability Profiles for students completing advanced practice experience rotations

Access to Student Educational Records: FERPA regulations restrict student educational records access to only those University officials with a legitimate educational interest as related to their position within the institution. For purposes of the HSOP, the following individuals are deemed to have a legitimate educational interest, and authorized to have access to student records for the specific purposes described below:

- **Faculty and Staff in the Dean's Office, Office of Academic and Student Affairs, Office of Teaching Learning and Assessment, and Office of Experiential Learning** – These individuals shall have access to student educational records to the extent necessary for effective performance of their assigned responsibilities. The Dean or Associate Dean for Academic and Student Affairs may authorize access to student records for faculty members and faculty committees who have a legitimate need to review and evaluate such records.
- **Members of the Committee on Academic Requirements and Professionalism** - Members of this Committee may have access to student records pursuant to the Committee's responsibility to review and make decisions on students being considered for admission to the HSOP and those students that the Committee is reviewing related to their academic standing in the HSOP. At the end of a Committee meeting, Committee members must return all written materials to personnel from the Office of Academic and Student Affairs. Such material will be returned to the students' records or shredded as appropriate.
- **Faculty (PPE) Mentors** – Faculty mentors may have access to educational records of assigned students as necessary to facilitate mentoring and advising of students. The Office of Academic and Student Affairs may proactively provide information from student education records as deemed necessary to facilitate success of students.
- **Faculty Precepting Students in Advanced Practice Experiences** – Experiential faculty (full-time and volunteer) may have access to Pharmaceutical Care Ability Profiles from previous

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rotations for those students who they are precepting. Such information is provided to assist preceptors in tailoring rotations to the needs of each student. Such faculty members are not allowed access to other portions of the student's educational record.

- **Students** – Students may have access to their own educational records. They may review their records in the Office of Academic and Students Affairs, and may make copies of their record in the Dean's Office.
- **Other Situations** – Although a complete list could likely not be compiled, there are numerous other situations when a faculty or staff member may have a legitimate reason to have access to a student's educational records. Examples of such situations would include faculty members who have been asked by specific students to prepare letters of recommendation or faculty and staff members who are serving on the Scholarship and Awards Committee. In questionable cases, the Associate Dean for Academic and Student Affairs will make decisions as to whether a particular faculty or staff member has a legitimate reason for such access.

Confidentiality: All individuals with authorized access to student educational records are required to maintain student confidentiality as dictated by these policies and procedures. All HSOP faculty (including volunteer faculty) and staff must sign an affidavit agreeing to adhere to this confidentiality standard (see Attachment A). Students, who through their service on HSOP committees (e.g., Committee on Admissions and Academic Requirements) are authorized to have access to student educational records, must also sign the affidavit. All signed affidavits will be placed on file in the Office of Academic and Student Affairs.

Disclosure of Student Information to Outside Parties: The HSOP will not disclose student educational records to outside parties without prior authorization of the student, except as allowed by FERPA.

Instances where such disclosure is permitted without student prior authorization include the following:

- School officials with a legitimate educational interest
- 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 school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

Students may authorize disclosure of their educational records to other parties by signing a written consent (see Attachment B). The written consent must include the following: 1) the specific records to be disclosed, 2) the purpose of the disclosure, and 3) the party or class of parties to whom the disclosure may be made.

Release of Personal Information: It is the policy of the HSOP to not disclose student information (e.g., Address, Phone Number, Email Address) to outside parties.

Faculty Procedures: The following actions are considered to be violations of FERPA, and prohibited:

- Using at any time the entire social security number of a student in a public posting of grades
- Linking the name of a student with that student's social security number in any public manner

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- Leaving graded tests or other written assignments in a stack for students to pick up by sorting through the graded materials of other students
- Circulating a printed class list with students names and social security numbers, or grades, as an attendance roster
- Discussing the progress of any student with anyone other than the student (including parents) without the consent of the student
- Providing anyone with lists of students enrolled in your classes for any commercial purposes
- Providing anyone with student schedules or assisting anyone other than University employees in finding a student on campus.

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**Attachment A
Auburn University Harrison School of Pharmacy
FERPA Confidentiality Agreement**

In my official capacity as _____ in the Auburn University
(insert position title or role)

Harrison School of Pharmacy, I acknowledge that I will have access to student educational records as defined in the School's Policies and Procedures Related to the Family Educational Rights and Privacy Act (FERPA). I agree to maintain strict confidentiality of all student educational records information to which I have access and to adhere to FERPA and to all of the School's Policies and Procedures related to FERPA.

Name (Printed) _____

Signature _____ Date _____

Witness _____ Date _____

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**Attachment B
Auburn University Harrison School of Pharmacy
Student Authorization for Disclosure of Educational Records to Outside Parties**

I _____, authorize the disclosure of my
(name of student)

educational records to _____.
(party or parties to whom disclosure is authorized)

The purpose for such disclosure is as follows:

The specific portions of my educational records authorized for the disclosure to the above party or parties are:

Name (Printed) _____

Signature _____ Date _____

Witness _____ Date _____