

16.01.02.01 Protection of Educational Records

Approved: January 30, 2024

Next Scheduled Review: January 30, 2029

Rule Summary

Texas A&M University-San Antonio (A&M-San Antonio) must manage education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

This rule serves to outline the processes in place to protect student education records, as defined by FERPA, and permit students to exercise their FERPA rights in conjunction with [System Regulation 16.01.02, Privacy](#).

Procedures and Responsibilities

1. ADMINISTRATION

- 1.1. A&M-San Antonio is committed to protecting the privacy of education records and has processes in place to ensure that all persons and third parties that access or maintain education records on behalf of A&M-San Antonio understand their responsibilities with respect to those education records and comply with FERPA.
 - 1.1.1. Students wishing to grant a parent or guardian access to certain non-directory information in a student's education record may do so by completing an electronic FERPA Release Form, accessible via the Jagwire online portal under the student tab in the "My Personal Information" block.
 - 1.1.2. Students who want to provide an advisor access to non-directory information pertaining to conduct matters not reviewed under A&M System Regulation *08.01.01, Civil Rights Compliance* may do so by completing an Advisor Contract, available in the Office of Student Rights and Responsibilities. This agreement is attached to the file associated with the specific conduct record and is only applicable to the case under review.
 - 1.1.3. Student-athletes wishing to grant third parties information related to their athletic performance including, but not limited to, biographical information, playing statistics, photos, and GPA, may do so by signing the Certificate of Clearance from the National Association of Intercollegiate Athletics (NAIA) and the FERPA consent/release included in the A&M-San Antonio's Student-Athlete Questionnaire.

- 1.2. The Registrar, in consultation with university officials, serves as A&M-San Antonio's designated FERPA official.
- 1.3. Students are considered in attendance for purposes of FERPA upon their first date of enrollment.
- 1.4. The Registrar, in consultation with the Compliance Office and the Office of General Counsel, will distribute the annual notification of FERPA rights to students via email.
- 1.5. The Registrar, in consultation with university officials, is responsible for determining the categories of information that constitute directory information, as defined by FERPA, and whether and to whom A&M-San Antonio will release directory information. Requests for directory information must be submitted through the public information process outlined in [University Procedure 61.01.02.00.01, Public Information](#).
- 1.6. The Registrar's Office is responsible for receiving and responding to student requests to exercise their rights under FERPA, including the rights to inspect and review their education records, amend their education records and limit the disclosure of their directory information. Information about these FERPA rights and the process by which a student may exercise their FERPA rights can be found on the university website at <https://www.tamusa.edu/academics/Office-of-the-registrar/services/ferpa.html>.
 - 1.6.1 Students may restrict the release of their directory information by notifying the Registrar's Office in writing, using the Request to Restrict Student Directory Information form found on the university website at [Registrar Forms - Texas A&M University-San Antonio \(tamusa.edu\)](#) or by accessing the electronic FERPA Release form through their Jagwire account.
 - 1.6.2 Students are responsible for reviewing their records for accuracy. Students wishing to inspect their academic records may do so by contacting the Registrar's Office at registrar@tamusa.edu to make an appointment.
 - 1.6.3 Students wishing to appeal or amend their academic record due to extenuating circumstances may file an appeal through the Registrar's Office. Appeals should be initiated within 12 months after the information was placed on the student's academic record.

2. TRAINING AND ENFORCEMENT

All employees of A&M-San Antonio who create, access, maintain or disclose education records are required to complete FERPA training through TrainTraq upon hire and once every two years thereafter.

As the university's FERPA official, the Registrar works together with the Information Technology Services group to review and respond to cases of potential FERPA violations or disclosures, breaches of system security, or any other incident resulting in the unauthorized access, disclosure, or use of personally identifiable information.

Related Statutes, Policies, or Requirements

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

[System Regulation 16.01.02, Privacy](#)

[University Procedure 33.05.02.01, Employee Training](#)


[University Procedure 61.01.02.00.01, Public Information](#)

Contact Office

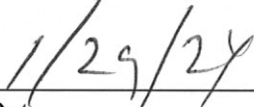
Office of the Registrar
(210) 784-1300

System Approvals

Approved for Legal Sufficiency:

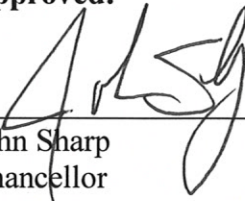


Ray Bonilla
General Counsel

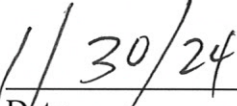


Date

Approved:



John Sharp
Chancellor



Date