

## ***A MESSAGE FROM THE REGISTRAR***

The Office of the Registrar is the official guardian of student data for Texas A&M University-Commerce. The mission of the Office of the Registrar is to maintain accurate records of academic progress for each student, to protect privacy and security of academic and personal information, to provide high quality service, and to uphold University policies and procedures in a professional and friendly atmosphere.

### **What is FERPA?**

Texas A&M University-Commerce abides by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA is a federal law that protects the privacy of student educational records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of educational records.

### **What are Educational Records?**

With certain exceptions, an educational record is any record (1) directly related to a student and (2) maintained by the University. A student has the right to inspect and review records maintained by the school. Educational records include information recorded in any way, including, but not limited to, handwriting, print, computer media, video/audio tape, etc. that are in the possession of any school official. This includes transcripts or other records obtained from a school at which the student was previously enrolled.

Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); University security records; student health records; employment records; or alumni records. Health records may be reviewed by physicians of the students choosing. In addition, students may not see financial information submitted by their parents, any confidential letters or recommendations to which they have waived their rights of inspection and review, or records containing information about more than one student. In the latter case, a student will be permitted access only to that part of the record pertaining to him or her.

### **What are the Rights of Students under FERPA?**

The primary rights of students under FERPA are:

1. The right to inspect and review educational records.
  - The student must submit a written request to the Registrar.
  - Records covered under the Act will be made available within 45 days.
  - Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review.
  - Schools may charge a fee for copies.

2. The right to request that a school correct educational records which they believe to be inaccurate or misleading.
  - Initiated by contact with the Registrar, either in person or in writing.
  - The student may make a written request to the Registrar for a formal hearing if amendment is denied.
  - University panel will deliver written decision to all involved parties. Students who disagree with panel decision may place a statement with the educational record setting forth his/her view about the contested information.
3. The right to have some control over the disclosure of information from educational records.
  - No one outside the University, with the exception of a person or company with whom the university has contracted, may have access to, nor will the University disclose, any information from a student's educational record without the written consent of the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of the Act:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **What are the Exceptions to Written Consent?**

Educational records may be shared with officials of other institutions in which the student seeks to enroll, persons or organization providing the students' financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, school officials (a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility); those who have a legitimate education interest in the records, and persons in an emergency in order to protect the health or safety of the student or other persons. Within the University community, only members acting in the students' educational interest, individually or collectively, are allowed access to student educational records.

### What is Directory Information?

At the discretion of University officials, the following items are considered directory information and may be released without student consent:

- Name
- Address (all, including email), Telephone, Date / Place of Birth
- Class Standing, Enrollment Status, or Major/Minor
- Dates of Attendance, Date of Graduation
- Degree(s) Awarded
- Most Recent Institution Attended
- Sports Participation
- Weight/Height of Student Athletes

A student wishing to withhold this directory information must complete a Request to Withhold Directory Information Form with the Office of the Registrar. This may be done at any time and is valid until rescinded in writing to the Office of the Registrar.

### Access MyLeo

In order to properly protect personal information contained in the University's database, the Office of the Registrar encourages students to use web based information access. This allows a student to view records and obtain information at any time while protecting the confidentiality of that information. Please follow the steps below to access information through the University's web site.

- Connect to the Internet and launch the web browser. For Windows users, Internet Explorer (version 5.1 or higher) is the preferred browser for navigating the MyLeo site. For Mac users, Netscape, Mozilla, Safari or Mozilla Firefox are the preferred browsers.
- After the browser opens, go to the Texas A&M University-Commerce website at [www.tamu-commerce.edu](http://www.tamu-commerce.edu) and click on "Current Students" and then on the following page, click on the "MyLeo" link.
- Enter Username (CWID) and Password (PIN): In the username field, enter the eight-digit CWID (campus-wide identification) number. It is the number printed on the Texas A&M University-Commerce Lion Card. If the CWID is not known, students should obtain a Texas A&M University-Commerce Lion Card or visit the Office of the Registrar with proof of identity. The initial password (PIN) is assigned as the students' six-digit date of birth (MMDDYY) and for security purposes, it should be changed immediately upon 1<sup>st</sup> login.

After login, students may access a range of information that includes registration, financial aid, account summary, and grades.

**In accordance with FERPA, please note that personal information such as CWID number, GPA, etc. are not disclosed via telephone, fax, or email.**



# FERPA STUDENT GUIDELINES

Texas A&M University-Commerce  
Office of the Registrar  
P.O. Box 3011  
Commerce, TX 75428

(903) 886-5068 - Phone  
(903) 886-5888 - Fax

[www.tamu-commerce.edu/registrar/ferpa.asp](http://www.tamu-commerce.edu/registrar/ferpa.asp)