

**Tiffin University FERPA  
Acknowledgement Form**



I, \_\_\_\_\_, accept and agree to abide by the Student Records and Rights to Privacy Policy and Procedures maintained by Tiffin University. I realize that by signing this statement, I have been advised that all information pertaining to a student that is maintained by Tiffin University via computer, paper, or any other method is part of the student’s education records and thus protected by **The Family Educational Rights and Privacy Act (FERPA)**. Disclosure to unauthorized parties violates FERPA. I understand that I may only access that information needed to complete my assigned or authorized task and that this information may only be communicated to parties authorized to have access in accordance with the provisions of FERPA.

Listed below are examples of information that should not be disclosed unless authorized:

- ✓ Grades
- ✓ GPA
- ✓ Addresses and phone numbers
- ✓ Class schedules
- ✓ Financial Aid information
- ✓ Student billing information

I also understand that no files or copies of records will leave the office without approval. Files will not be left unattended in public areas where they might be seen by others. If employment requires computer use, these computers are strictly for the purposes of conducting business in the office to carry out assigned job duties. Confidential information should never be accessed from any computer located outside the office or building.

When inquiries are made concerning a student who has requested Directory information be withheld, a field in POISE will be used to indicate that the student has made this request. This will appear in a field on the enrollment page of the Registration module. When an inquiry is made for a student with this flag in POISE, no Directory Information may be disclosed.

**Violation of FERPA Policy by a Tiffin University Employee**

For the purposes of FERPA, an employee of Tiffin University includes, but may not be limited to, full-time staff, part-time employees, student employees, full-time faculty, adjunct faculty, and graduate assistants. In the event that there has been release of non-directory information in a manner not described in this document, an internal investigation would begin. The University will investigate complaints of FERPA violation and resolve them expeditiously in a professional manner. Anonymous complaints will not be investigated. If the investigation concludes that there was a violation of the FERPA policy, the University will take prompt corrective action. Appropriate disciplinary action, up to and including termination of employment and/or dismissal, will be taken as circumstances warrant.

Questions regarding this policy or procedures should be directed to the V.P. for Enrollment Services.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date