

Loyola University Maryland Student Planning for Advisors

Last Updated 9/21/2023

Family Educational Rights and Privacy Act (FERPA) also known as Buckley Amendment
It is Our Responsibility

Loyola University Maryland has a commitment to protect the confidentiality of student records. The University makes every effort to release information only to those individuals who have established a legitimate educational need for the information. The Family Educational Rights and Privacy Act (FERPA) affords certain rights with respect to their education records. These rights include:

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, among other support staff or university positions.

FERPA violations could result in Loyola losing the privilege of awarding federal financial aid to our students.

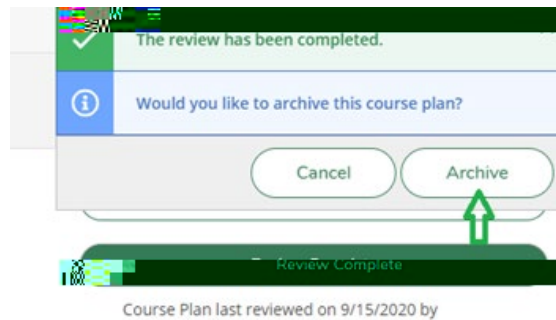
It is Your Responsibility

- x As faculty or staff, you have a legal responsibility under FERPA to protect the confidentiality of student educational records.
- x You have access to student information only for legitimate use in the completion of your responsibilities as a University employee. Note: This is the basic principle.
- x Your access to student information is based on your role as a University faculty or staff member. You may only view students who you have a legitimate educational interest in assisting.
- x You may not release lists or files with student information to any third party outside your college or department unit.
- x Notes are accessible to current and future advisors and to the advisee. Notes considered discoverable when records are subpoenaed.
- x

4.

7. Review notes from student in the ~~the~~ ~~View Note History~~ section. Compose a note to the student if desired and select Save Note

8. Select ~~Review Complete~~ to document your approval or denial of course selections. Select archive to store communications / plans.



Without marking the plan with Review Complete, you may not receive future communications from the student.

9. **Select UG Permit to Register for Fall/Spring** this completes the process and allows the student to register for the selected semester.

