

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-22

Approved by the Faculty Senate
2/28/2024

BRIEF SUMMARY: This bill revises the portions of Chapter 3 in the *Faculty Handbook* dealing with the Federal Educational Rights and Privacy Act/Buckley Amendment, to remove content that can be linked to the Registrar’s webpages and provide brevity and clarity to the remaining content.

ACTION OF BILL: Revising the portion of Chapter 3 in the *Faculty Handbook* related to the Family Educational Rights and Privacy Act/Buckley Amendment.

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the Policy and Procedure sections for “Family Educational Rights and Privacy Act/Buckley Amendment” of Chapter 3 in the *Faculty Handbook* will merge and be replaced by the contents of this bill.

TITLE OF BILL: Revising Policy and Procedure for “Family Educational Rights and Privacy Act/Buckley Amendment” in Chapter 3 of the *Faculty Handbook*

1 *Family Educational Rights and Privacy Act/Buckley Amendment*

2 The University maintains students’ educational records in a manner consistent with the
3 Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment),
4 Missouri statutes R.S.MO. 610.021(6) and 610.010(6), and the implementation of these
5 acts. Faculty are expected to familiarize themselves with the procedures related to privacy and
6 access to student records, which can be found in the Student Bulletin on the Registrar’s website
7 (semo.edu/student-support/academic-support/registrar/bulletin/privacy.html). Questions about
8 the application of FERPA to teaching duties should be directed to the Registrar.

9 *Amended by Faculty Senate 4/11/12, President Review 4/23/12, Board of Regents Approval 5/12/12*

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1. Faculty may find the following points helpful in interpreting FERPA/the Buckley Amendment, but should be aware this is not a comprehensive list: School officials in the same university with a legitimate educational interest may view and discuss a student’s records without a student’s consent if those records are required to perform their instructional, supervisory, advisory, and administrative duties.

- 17 2. Students of age 18 or older must give consent for faculty to discuss their
- 18 academic records (including grades, course work, etc.) with parents. Faculty
- 19 should refer students to the “Permission to Release Confidential Information”
- 20 form on the Registrar’s website under the Forms section.
- 21 3. Student names and any other identifying information must be redacted from
- 22 any graded materials included in Tenure/Promotion/RNTT-Merit files.
- 23 4. A faculty member’s personal notes (notes that school officials make for
- 24 their own use) are not included in the required documents that must be
- 25 released to a student.
- 26 5. Faculty may not remove or destroy records after a student has
- 27 requested to see them.

28 *Amended by Faculty Senate bill 12-A-31 4/11/12, President Approval 4/23/12, 15-Day Review 4/2012*

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Action	Date
Introduced to Senate	1/31/2024
Second Senate Meeting	2/14/2024
Faculty Senate Vote	2/28/2024
President's Review	3/1/2024
15 Day Review	3/7/2024
Posted to Faculty Handbook	

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