

Statement of Understanding of Access to Student Data at the University of Colorado, Boulder

Student data originated and stored on University computer equipment, through reports, or through the sharing of data files is University property. I understand that by virtue of my employment at the University of Colorado, Boulder, I may have access to records that contain individually identifiable student data, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). **I will not exhibit or divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with FERPA policies and procedures.** I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person, including another University employee, or the tampering of any data that resides on any data system, does violate university policy and could constitute just cause for disciplinary action, including but not limited to suspension of access privileges, a letter of reprimand, employment termination and/or accountability in a court of law.

Employee Signature

Print Employee Name

Date

NOTE: The following items are considered **Directory Information** and can be released without the student's written permission (unless the student has requested privacy).

- Student Name
- Student address (including designated local mailing, permanent and billing addresses)
- Local Telephone Number
- Student e-mail address
- Date of birth
- Dates of attendance
- Previous institutions attended
- School/College or division of enrollment
- Majors/Minors/Field of study
- Class (Freshman, Sophomore, etc.)
- Degrees, honors, awards conferred (including certificates, thesis and dissertation titles)
- Enrollment status (e.g., full time or part-time student status)
- Expected date of completion in enrolled course of study
- Employment related to student status (e.g., teaching assistant, resident assistant, or tutor)
- Participation in officially recognized sports, including height and weight of athletes
- College Opportunity Fund application and authorization status for Colorado residents
- Class seating assignment and roster for students enrolled in a common course
- Student ID photo