

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



16.01.02.P1 Privacy

Approved July 10, 2023

Next Scheduled Review: July 10, 2028

Rule Summary

Prairie View A&M University (PVAMU) strives to maintain education records in accordance with the Family Educational Rights and Privacy Act (FERPA).

Reason Statement

This University Rule serves to outline the processes to protect education records, as defined by FERPA, and permit students to exercise their FERPA rights in accordance with System Regulation 16.01.02 Privacy.

Official Procedures and Responsibilities

1. DESIGNATED FERPA OFFICIAL

- 1.1 The Registrar serves as PVAMU's designated FERPA official. The Registrar is responsible for overseeing the university's compliance with FERPA, System Regulation 16.01.02, Section 4, and this University Rule.

2. FERPA TRAINING REQUIREMENT

- 2.1 All PVAMU employees, including student workers and graduate assistants, are required to complete FERPA training via TrainTraq upon hire and once every two years thereafter via the Vector Solutions training platform.

3. ANNUAL NOTIFICATIONS

- 3.1 The Registrar is responsible for ensuring the annual notification of FERPA rights is distributed to all students via email.
- 3.2 The Registrar is responsible for submitting the annual notification to The Texas A&M University System Office of General Council annually for review and approval prior to its distribution.

4. FERPA RELATED REQUESTS

- 4.1 The Office of the Registrar is responsible for receiving and processing all student requests related to exercising their rights under FERPA.

- 4.2 The Registrar, in conjunction with the university privacy and security officer and the Office of University Compliance, will manage and process requests for disclosing directory information, as defined by FERPA and for disclosing education records to third parties.
- 4.3 Students are considered in attendance for purposes of FERPA upon their first date of enrollment.
- 4.4 The university will only disclose personally identifiable information (PII), as defined by FERPA, from a student's education records if the student has provided written consent by completing the Authorization to Release Education Records form, or an exception under FERPA permits such disclosure without the student's consent.
- 4.5 FERPA rights belong to the students at PVAMU. The university may disclose a student's education records to the student's parents if the student has provided written consent by completing the Authorization to Release Education Records form, or an exception under FERPA permits such disclosure without the student's consent.

Related Statutes, Policies, Regulations, or Rules

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[System Regulation 16.01.02, Privacy](#)

[System Regulation 29.01.03, Information Security](#)

[System Regulation 61.01.02, Public Information](#)

[University Administrative Procedure 29.01.03.P0.10 Information Resources - Privacy](#)

Contact Office

Office of the Registrar 936-261-1043