16.01.02.J1 Student Privacy

Approved November 10, 2026
Next Scheduled Review: November 10, 2031

Rule Summary

Texas A&M University-Victoria (A&M-Victoria) is committed to protecting the privacy of education records, as defined by the Family Educational Rights and Privacy Act (FERPA) and must maintain education records and the student's privacy in compliance with federal and state privacy laws.

This rule is required by System Regulation *16.01.02, Privacy*.

Rule

1. ADMINISTRATION

1.1 The Registrar is designated as the A&M-Victoria's FERPA Official. The FERPA Official is responsible for overseeing and ensuring compliance with FERPA and all other applicable system, state, and federal requirements.

1.2 At A&M-Victoria, a student is considered "in attendance" when they have registered for one or more courses or academic instruction provided by A&M-Victoria, whether in person or online (including any off-campus locations operating under an academic agreement with the university as part of a university-approved program of study).

1.3 Student Annual FERPA Notifications

1.3.1 A&M-Victoria will provide students in attendance the required Annual FERPA notification via email to their university-issued email accounts at the beginning of both the fall and spring semesters.

1.4 Faculty and Staff FERPA Notifications

Official email notification regarding federal law relating to FERPA will be sent in the fall and the spring semesters to all faculty and staff currently employed at A&M-Victoria to inform them of a student's rights under FERPA, and their responsibility to protect the privacy of student education records.

2. STUDENT FERPA RIGHTS & EDUCATION RECORDS REQUESTS

2.1 A&M-Victoria is committed to protecting the privacy of education records and has processes in place to ensure that all persons and third parties that access or maintain

education records on behalf of A&M-Victoria understand their responsibilities with respect to those education records and comply with FERPA.

2.1.1 If a student does not want their "directory information" to be released (i.e., opt out of directory information disclosures), the student can update their records by logging into the student self-service portal to place a privacy restriction on their records. The student may also notify the Office of the Registrar and Student Records in writing at 3007 N. Ben Wilson, Victoria, TX 77901, or submit the Request to Withhold Public Information Form in person to the Office of the Registrar (University West Building, Room 129), or by fax to (361) 580-5545. Only currently enrolled students may request or restrict that their directory information. Once a student has left the university, the student can no longer set restrictions on directory information at the university. If a student restricts directory information and leaves the university, the restriction continues until the student removes it.

2.1.2 The Office of the Registrar and Student Records at 3007 N. Ben Wilson, Victoria, TX 77901, is the responsible office for receiving and responding to student requests to exercise their rights under FERPA. The process to exercise those rights as follows.

To exercise the right to inspect and review education records, students must submit a **Student Request to Inspect and Review Education Records Form** to the Office of the Registrar and Student Records. The request must clearly identify the specific record(s) the student wishes to inspect.

The university may require appropriate identification before granting access. The Office of the Registrar and Student Records will respond to the request and arrange access within 45 days of receipt, in accordance with FERPA.

2.1.3 Students have the right to request amendment of education records they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. Requests must be submitted in writing to the Office of the Registrar and Student Records and must clearly identify the portion of the record the student seeks to amend and the reason for the request. If the university decides not to amend the record, the student will be notified in writing and informed of the right to a hearing. Hearing procedures will be conducted in accordance with university procedures and FERPA regulations.

2.1.4 Students wishing to grant a parent, guardian, or other third-party access to non-directory information in their education record must complete the Authorization to Release Educational Records form. This form authorizes the university to disclose designated information to the individuals identified by the student. Once submitted, the completed form is attached to the student's record and placed in the student's electronic file. The authorization remains in effect until the student submits a written rescission.

2.1.5 Students requesting that the university release non-directory information related to a specific student conduct, disciplinary, or Title IX matter must provide written consent authorizing the disclosure. The signed consent form applies only to the particular case for which it was submitted and is maintained with the record associated with that case.

2.2 The University will protect and not release any FERPA data, other than directory information, from a student's education records without the written consent of the student, other than for the enumerated exceptions outlined in federal regulations. The Office of the Registrar is responsible for processing requests for disclosure of education records to third parties in accordance with FERPA. Education records will be disclosed only with the student's written consent or as otherwise permitted by FERPA.

3. FERPA TRAINING

3.1 A&M-Victoria employees (faculty, administrators, staff, and student workers) will be required to complete the FERPA TrainTraq training as a new hire. All employees will be required to retake training on an annual basis.

3.2 The Office of the Registrar and Student Records will conduct an annual review of FERPA training completion for all faculty, administrators, staff, and student employees. A report of individuals who have not completed the required training will be obtained from the Human Resources Office.

3.2.1 Employees in non-compliance with FERPA training will be notified by the Office of The Registrar and Student Records to ensure awareness. If not completed within a 48-hour timeline, access to any student education records will be revoked. In the event that revoked access to student education records interferes with the employee's job performance, the employee may be subject to discipline up to and including termination.

3.2.2 Immediate supervisors will be responsible for employees' non-compliance and ensuring that the employee completes the required training in a timely manner.

4. FERPA VIOLATIONS

4.1 Suspected FERPA violations must be reported to the university FERPA Official in writing. The Office of the Registrar and Student Records will investigate the reported violation and determine if any action is necessary.

4.1.1 The university FERPA Official will contact an employee's direct supervisor if it has been determined a FERPA violation has occurred. The direct supervisor, after consulting with the employee, will discuss with appropriate college dean or vice president the course of action to be taken.

4.2 Students have the right to report violations of FERPA to the U.S. Department of Education.

Related Statutes, Policies, or Requirements

Family Educational Rights and Privacy Act (FERPA)

Gramm-Leach-Bliley Act (GBLA)

System Regulation *16.01.02, Privacy*

Appendix

Office of the Registrar and Student Records Forms

Contact Office

Office of the Registrar and Student Records
(361) 570-4368