

Network Computing & Security Add a User to Security Group Form

Cal State Fullerton

Directions

Complete and print this PDF form. Sign and return to Information Technology Office in PLS-260 or fax to (714) 278-1228. Approved copies will be sent by IT to the requester, to the custodian of records, and to the VP for Administration. For assistance please call ext 3921.

Request Type 1st time Authorization Reauthorization

Employment Type Permanent Temporary, End Date:

Faculty/Staff
Department Chair
Administrative Coordinator

Student/Graduate Assistant
(students and student employees
are not allowed or permitted
off-campus access)

Service Contractor or other
non-CSUF employee
(*Provide affiliation
information below)

End-User Information

(This is the person who will be accessing the university network or protected system from off-campus.)

Name of End-User to Add:

Name of Security Group to which
you are adding the above End-
User:

NT Alias of End-User (if account exists):

*If End-User is a non-CSUF Employee, please
provide company name/affiliation:

Signatures

I have read, understand and will comply with the CSUF statement of "Family Educational Rights and Privacy Act (FERPA)" (see pages 2 and 3 of this form); and
CSUF President's Directive No. 13 (<http://www.fullerton.edu/policies/presdir/dir13.htm>).

End User: _____

Date: _____

If end user is off-campus, please have him/her fax a signed copy to (714)278-1228

For Campus Use Only

Custodian of Records: _____

Date: _____

Custodian of Records' Name:

Security Group Owner: _____

Date: _____

Information Security Officer: _____

Date: _____

Information Technology Use Only

New NT Account Name: _____ Date Account Deleted: _____

Date Account Created: _____

Family Educational Rights and Privacy Act of 1974

I. What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as "FERPA" or the "Buckley Amendment," protects the privacy of student education records. The Act affords students the right to (a) consent to disclosures of personally identifiable information contained in their education records, except when FERPA authorizes disclosure without consent; (b) inspect and review their education records within 45 days of the university's receipt of their request; (c) request amendment of an education record thought to be inaccurate or misleading; and (d) file a complaint with the U.S. Department of Education concerning the university's alleged failure to comply with FERPA.

II. Who is protected under FERPA?

Students who are currently attending or who have previously attended at Cal State Fullerton are protected by FERPA. FERPA does not apply to records of applicants who are denied acceptance or, if accepted, do not attend Cal State Fullerton.

III. What is "personally identifiable information?"

"Personally identifiable" information is data or information that if known, would make a student's identity easily traceable. For example, a student's name, address and social security number are all personally identifiable information.

IV. What is an "education record?"

An "education record" is any record related directly to a student, produced in any medium including but not limited to handwriting, print, tape, computer or film, and maintained by the university or an agent of the university, except for:

- a. Personal records of instructional, administrative and educational personnel, which are in the sole possession of the maker and not accessible or revealed to any individual except a temporary substitute;
- b. Employment records of individuals whose employment is not contingent on their student status, provided the records are used only in relation to the individual's employment.
- c. Records maintained by university police solely for law enforcement purposes and revealed only to law enforcement agencies of the same jurisdiction;
- d. Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment, and
- e. Records that contain information about a student after that student no longer attends the university and do not relate to that individual as a student.

V. Who would generally be permitted access to an education record without the student's written consent from a student?

Cal State Fullerton will not disclose or permit access to any personally identifiable information from a student's education record without that student's prior written consent except to:

- a. School officials who have a legitimate educational interest in

the education record. Disclosure to a school official with a legitimate educational interest does not constitute authorization for that individual to share this information with others not having a legitimate educational interest in the education record. Any information received, after the purpose for its review has been fulfilled, should be destroyed or returned to the originating office for appropriate disposition;

- b. Officials of other institutions, upon request, in which a student seeks or intends to enroll;
- c. FERPA-specified representatives of federal, state, and local agencies and authorities associated with state and federally supported education programs;
- d. Persons or organizations responding to a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. Institutions conducting studies to develop, validate, and administer predictive tests, or to improve instruction;
- f. Accrediting agencies carrying out their function;
- g. Parents of a student who claim that student as a dependent for income tax purposes. Prior to any such release, the university will notify the student of the request and impending release;
- h. Comply with a judicial order or lawfully issued subpoena;

When relevant to the proceedings, to a court in the event that a parent or student has initiated a legal action against the university, or in the event that the university has initiated a legal action against a parent or student.

Protect the health and safety of students and other persons in an emergency;

An alleged victim of a FERPA-specified crime of violence or non-forcible sex offense, only as necessary to convey the final outcome of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime;

Federal, state and local officials under FERPA-specified, limited circumstances.

VI. Who is a "school official" and what is a "legitimate educational interest?"

Cal State Fullerton has defined "school official" to mean university employees (including law enforcement and health personnel); agents of the University (such as an attorney or collection agent); or individuals, including students, serving on official committees or assisting a school official perform his/her tasks.

Cal State Fullerton has defined "legitimate educational interest" to mean when a school official must review an education record to fulfill their professional responsibility.

VII. What is directory information?

This personally identifiable information may be released generally with a student's prior written consent. Cal State Fullerton designates the following as Directory information:

- a. Student's name, date and place of birth, permanent and local address, university-recognized e-mail address(es), telephone number, class level, enrollment status, major, minor, dates of attendance, degrees and awards received, previous educational institutions attended, past and present participation in recognized activities, weight and height if an athletic team member.

Students may choose to limit the release of their Directory information in one of the following four ways:

- a. Permit release of all Directory information. Unless restricted by a student, Cal State Fullerton may release a student's Directory information at any time to any requesting party, including the military and for the development of university-affiliated marketing programs.
- b. Permit release of only "Verification" information. This sub-category of Directory information consists of a student's name, class level, enrollment status, major, minor, degrees and awards received, dates of attendance and university-recognized e-mail address(es). The university will release this information for classroom use; in response to requests, including those from financial lenders, employers or insurance companies for verification of degree and enrollment information; and for inclusion in Commencement and honors materials. Students who release only "Verification" information will be excluded from all university directories, printed or electronic, that the university may produce or publish.
- c. Permit release of only "Class" information. This sub-category of Directory information consists of a student's name, major, minor, degree and awards received, and university-recognized e-mail address(es). The university will release this information only for classroom use and for inclusion in Commencement and honors materials. Students who release only "Class" information will be excluded from all university directories that the university may produce or publish, and

the university will not respond to requests, including those from financial lenders, employers or insurance companies, for verification of degree and enrollment information.

- d. Withhold the release of all Directory information. Withholding the release of all Directory information means that the student will be excluded from all university directories and publications that the university may produce or publish, including Commencement and honors materials, and the university will not verify degree, dates of attendance or enrollment information without the prior written consent of the student

Students may designate what directory information the university may release, if any, either in person or on-line.

VIII. What documents can be removed from an education record before the student views the record?

A student may not inspect and review information in their education record related to the following:

- a. Financial information submitted by the student's parents;
- b. Letters or statements of recommendation for which the student has waived the right of access, or which were placed in the student's file before January 1, 1975;
- c. A record containing information about more than one student, in which case the student will be permitted access only to that part of the record which pertains to the inquiring student; and
- d. Any record that does not meet the definition of an "education record."

This document provides only a summary of FERPA. For further information regarding FERPA, how to inspect or amend an education record, or how to file a complaint, please contact the Vice President for Student Affairs Office in Langsdorf Hall 805.