

Title – FERPA and Work-Study Policy

Policy Abstract – Birmingham-Southern College follows guidelines set by the Family Educational Rights and Privacy Act (FERPA) as it relates to providing access to student records for work-study or interns. This policy governs the access authorized to student workers.

Responsible Office – Information Technology, Administrative Systems

Official – Anthony Hambey

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Applies To – Students and intern workers

Effective Date – 11/15/2002

Revision Dates – 6/27/2012 - Placed in the new policy format

1. **Introduction/Background** – Work-study and or intern access to student information via the ERP system is controlled through the Office of Academic Records. Every person that has access to student records is responsible under Federal Law and SACS to safeguard these materials and to protect the confidentiality of these records. This involves any materials that contain personally identifiable information covered by the Family Educational Rights and Privacy Act (FERPA), electronic, printed or handwritten materials. Requests for work-study and or intern access may be submitted to the Dean of Academic Records.
2. **Purpose** – As students and interns have a need to access student records it is necessary to add and remove that access in accordance with best practices to maintain a secure environment.
3. **Applicable Regulations** – FERPA and SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records
4. **Policy Statement** – Work-study and or intern access to student information via the ERP system will be assigned each term when requested by the Academic Records Office. At the time of authorization, an expiration date for the user account will be set for either December 20 for the fall term or May 31 for the spring term. A new authorization is required for each subsequent term.
5. **Details** – An annual financial audit of the college contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.
6. **Definitions** –

- SACS is the Southern Association of Colleges and Schools.
- ERP is a term meaning Enterprise Resource Planning. This is an industry standard term referring to software applications used to operate the business function of an organization.

7. **References –**

- FERPA - <http://www.bsc.edu/records/ferpa/tutorial.cfm>
- SACS COC *The Principles of Accreditation 2012 Edition*.