

Seattle University FERPA Training Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and establishes rights for students relative to the disclosure of these records.

As a recipient of federal education funding, Seattle University is required to manage educational records consistent with the requirements of FERPA. To ensure consistent observance of these requirements, the university has developed an on-line training program. This training takes approximately 20 minutes.

All persons employed by the university, including faculty, staff, and students, will be required to take this training.

- New faculty and staff will be required to take this training during their first two weeks of employment.
- All student employees will be required to take training as part of the hiring process.
- Because specific provisions within FERPA change, all employees will be required to retake training every two years.
- Any individual who violates FERPA will be required to retake training.

A record of individuals who have completed FERPA training will be maintained by the university. Access to administrative computing systems, including Colleague and SUDDS, will be allowed only after completion of FERPA training.

Any questions regarding this policy should be directed to the Office of the Registrar.

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