



Student Employee Statement of FERPA Understanding

As a student employee at Michigan Tech, I know that confidential information is used in the course of everyday work. This confidential information includes, but is not limited to, transcripts, applications, personnel files, personal and institutional information and other written material or electronic files. It also includes conversations about confidential information

I understand that by virtue of my employment at Michigan Tech University, I may have access to records or other forms of individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that confidential information is never to be taken from an office or discussed with anyone outside the office. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful and unauthorized disclosure also violates Michigan Tech's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. I also understand that willful or unauthorized disclosure may result in sanctions under the Student Code of Conduct. The terms of this agreement remain in effect during and after my employment with Michigan Tech University.

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I have read the above and agree to maintain the confidentiality of student records.
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STUDENT EMPLOYEE SIGNATURE

DATE

NOTE: Student workers employed at MTU, in departments where they will have access to confidential student information are to read and sign this Statement of Understanding as a condition of their employment. Department Heads are responsible for establishing security measures appropriate to their department and for maintaining signed Statements of Understanding on file for the duration of their student's employment and for one year following their departure from the Department or MTU. Specific questions regarding FERPA application and/or interpretation should be directed to the Office of Student Records and Registration.