



LP 12.2

Effective:
12/13/2022

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
Registrar

Affected Parties:
Employees
Students

Table of Contents:

- 1 Scope
- 2 Policy Statement
- 3 Policy Administration
- 4 Links to Procedures and Related Information
- 5 Attributions and Citations
- 6 Policy Revision History

Release of Student Information to Third Parties

1 Scope

All third parties requesting student information for solicitation purposes.

2 Policy Statement

2.1 Protected information

2.1.1 The federal Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits Lander University from releasing protected information (e.g., educational records) on current or former students to external third parties for purposes of solicitation without students' express written permission. No exceptions to these prohibitions are permissible pursuant to this policy statement.

2.2 Directory Information

2.2.1 The university will not provide forms of directory information, as defined by the institutional [FERPA policy](#),¹ even though this information may be released without students' permission.

2.2.2 Specific exceptions to Section 2.2.1 will be made only when a proposed solicitation of Lander University students, or specific populations thereof, by a third party for business solicitation purposes is judged by the Registrar to be consistent with the university's educational mission and in the interests both of students and the institution. Exceptions will be made in accordance with the procedures in Section 2.3.

2.2.3 Requirements and limitations of exceptions include the following:

¹ Lander FERPA policy: <https://www.lander.edu/academics/registrars-office/ferpa.html>

- 2.2.4 Students who have blocked release of their directory information under FERPA will be excluded from any data retrieval.
 - 2.2.5 Student information may not be used for any purpose other than that specified in an agreement between the university and the third party to be signed and authorized by the university's Chief Financial Officer ("Authorized Agreement").
 - 2.2.6 The third party must agree to completely destroy all provided information after a designated time period for its use.
 - 2.2.7 The third party must agree not to provide to others, sell to another party, store in any media, or otherwise re-use the student information.
 - 2.2.8 The Office of the Registrar will determine the feasibility of and reasonable time for providing the approved information.
 - 2.2.9 The third party (or sponsoring office, see below) will bear all costs associated with information retrieval, media, and materials.
- 2.3 Exceptions to the policy stated in Section 2.2 may only be made by the Registrar in accordance with the process outlined below:
- 2.3.1 The third party must secure the sponsorship of an appropriate academic or administrative office at Lander University able to evaluate the student and institutional interests served by the proposed solicitation.
 - 2.3.2 The chief administrator/director of the sponsoring office will prepare a written request for the student directory information stating the purpose of the solicitation; the reason it is consistent with the university's educational mission and students' interests; the sponsoring office's endorsement; the specific population that will be solicited; and details of the requested data, format, and timeline. The request should be forwarded to the university Registrar, as the custodian of student data, who will determine the feasibility of arrangements for complying, based on the current information environment.
 - 2.3.3 The university Registrar will forward the request and feasibility assessment to the Assistant Vice President for Planning, Analytics, and Decision-support, who, in consultation with the Chief Information Officer, will present the request to the President's Cabinet ("Cabinet").
 - 2.3.4 After discussion by the Cabinet, the President will decide whether an exception to the policy will be made. A decision to approve the request will be communicated to the university Registrar, who will notify the sponsoring office. A decision to deny the request will be communicated to the sponsoring office by its respective Cabinet officer.

- 2.3.5 Once approved, a contract containing wording that reflects the requirements stated in Section 2.2.3 must be submitted to the officer noted in that section.
- 2.3.6 The Chief Financial Officer or other signer will notify the sponsoring office when the Authorized Agreement is signed and provide a copy to the university Registrar.
- 2.3.7 Upon receipt of the Authorized Agreement, the Office of the Registrar will execute the information retrieval and release and maintain a copy of the Authorized Agreement.

3 Policy Administration

Office of the Registrar.

4 Links to Procedures and Related Information

4.1 Compliance with [FERPA Policy](#)²

5 Attributions and Citations

This policy is modeled after Syracuse University's [Release of Student Information to Third Parties](#).³

6 Policy Revision History

- First draft of policy created by Policy Coordinator on 7/19/2022 and revised on 7/27/2022.
- Stakeholder review and provisional approval of policy on 11/16/2022.
- Final revisions applied by Policy Coordinator on 11/17/2022.
- Reviewed by Board of Trustees Policy Committee on 11/29/2022.
- Approved by the Board of Trustees on 12/13/2022.

² <https://www.lander.edu/academics/registrar-office/ferpa.html>

³ <https://policies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/release-of-student-information-to-third-parties/>