

University of Rochester  
College of Arts, Sciences and Engineering  
College Center for Advising Services: Office of Academic Records

### **Undergraduate Advisor Confidentiality Agreement**

As an undergraduate advisor, the nature of my job will allow me to have access to student information that is confidential, the disclosure of which may be restricted by the Family Educational Rights and Privacy Act of 1974 (FERPA). To comply with law and University policy, I hereby agree to the following:

1. I will treat the information and materials in student's records to which I have access in a professional, secure and confidential manner. Such information includes, but is not limited to student grades, financial information, identification number, class schedule, student status, etc.
2. Under FERPA, an institution must provide certain privacy protections for the educational records they maintain. As such, unless otherwise allowed or required by University policy or law, I will not share any student information with other members of the faculty, staff, student body, or any other member of the University community without the written permission of the student. I will consult with the Supervisor of Academic Records if I have any question whether information can be shared.
3. Because my professional need to have access to certain student information may be limited, I acknowledge that the Academic Records Office reserves the right to exclude certain student files, as well as certain documents within students' files, from my review. If I believe that I have a legitimate need to have information that has been restricted, I will consult with the Supervisor of Academic Records, whose responsibility it is, to interpret the University's policy in the maintenance of College files.
4. Since students' academic records are maintained in electronic format, I will not print, copy or distribute student records to others without the explicit permission of the student.
5. I recognize that FERPA permits me to share student information with either parent if the student is a legal dependent, but that College policy provides that I should generally not do so without the student's written consent (unless the information is directory information as defined by University policy). If I believe information should be shared without consent in the best interests of the student, I will consult with the Supervisor of Academic records before sharing such information.
5. I will not knowingly place in any record or report a false, inaccurate, or misleading entry. I will not knowingly expunge or cause to be expunged any information from a student record. I may correct records only by adding an addendum or creating a new record, not by altering or destroying an existing one.
6. I will not examine, or attempt entry into, any record of a student who is not assigned to me as a current advisee unless required to do so to perform my other University responsibilities or as requested by the Office of the Dean.
7. I have read and understood the University's policies on confidentiality of student records and the "Confidentiality of Files" section of the Advisor's Handbook and agree to comply with them in full. I understand that if I fail to do so, I may be subject to discipline.