

## RELEASE OF STUDENT INFORMATION

Troy University, in accordance with the Federal Family Educational Rights and Privacy Act (FERPA), seeks to assure the highest levels of confidentiality regarding student records and information. Student information will not be disclosed to a third party without the written consent of the student.

The following practices and protocols will be associated with this policy:

- This policy does not pertain to the release of student information related to medical information currently covered under HIPPA and managed through Student Health Services.
- This policy does not pertain to the release of student information related to that currently released as “directory” information (i.e. – address, religious preference)
- As covered in *The Oracle*, certain information, related to drug and alcohol violations, will be released to parents or guardians, without student consent.
- While the emphasis for collecting the *Student Consent Form* will be on dependent students, any Troy University student will be eligible to designate a parent, guardian, or spouse to whom appropriate information can be released.
- By granting release to a designated third party, access to Trojan Web Express will also be granted. Access to Web Express will be contingent on the third party being provided the current login and password by the student authorizing the release of information. Troy University will not provide this access.
- No release of information will occur without the completion of a *Student Consent Form*.
- Completed *Student Consent Forms* should be submitted to the Office of Admissions where students are enrolled or are planning to enroll.