WHEN IN DOUBT DO NOT SHARE

- DO NOT save student information on unprotected drives or disks.
- DO NOT leave work area unsecured.
- DO NOT leave documents with sensitive information lying around in plain sight.
- DO NOT share your password.
- DO NOT allow a student's grade to be exposed to any student other than to whom they belong.
- DO NOT leave documents with sensitive information lying about in plain sight.
- DO NOT release a student's schedule.
- DO NOT release copies of transcripts from another institution.
- DO NOT access student information unless there is a specific and legitimate educational and work related interest.
- ONLY access information specific to your duties.
- DO NOT share protected student information with coworkers unless necessary.
- BE AWARE of all privacy warnings displayed in MyCSU.
- BE AWARE of publicly visible computer screens and documents.
- ALWAYS lock computers and/or office when leaving your workspace, even if only for a moment.
- ALWAYS confirm the identity of the student using either a photo ID or their MyCSU picture before releasing protected information.
- ONLY the student may consent to the release of their protected information to a third party outside of the university.
- ONLY access information specific to your duties.
- REFER SUBPOENAS AND OPEN RECORDS REQUESTS to the Office of Legal Affairs.

INFORMATION THAT MAY BE SHARED (i.e. directory information)

*Unless student has active Directory Information Non-Disclosure Form

- Student's Name
- Hometown
- Institution-assigned email address*
- Major field of study
- Enrollment Status (e.g., full-time, part-time)
- Participation in Officially Recognized Activities and Sports
- Dates of Attendance
- Degrees, honors, and awards received
- Thesis/Dissertation title
- The most recent educational institution attended
- Height and weight of athletes
- Class level

https://www.columbusstate.edu/registrar/ferpa.php
https://www.columbusstate.edu/legal-affairs/ferpa.php

*Under this category, an institution-assigned email address may be disclosed without consent only to other, current students. In addition, students may not request email listings of the entire student body or segments thereof, except for academic purposes.