* **Service Learning Forms** for Student Athletes
	+ New forms that a student athlete may bring to you.
	+ For a “one time” service learning opportunity, a form needs to be approved before the activity. Student needs to get a signature and a selfie!
	+ For practicum or internship- student and supervisor need to fill out forms before, and every time the student attends, they need a signature from the supervisor as well.
	+ Being proactive in implementing these forms
	+ Some players at other universities had been getting credit during their regular class times.
	+ If an instructor approves an event that the student is going to, the form is not necessary.
* **Change of Major** for Student Athletes
	+ Student Athletes must remain in a certain number of hours counting towards a major to remain eligible for the NCAA.
	+ This form prevents students from changing to a major where their course schedule won’t have enough hours to remain NCAA eligible.
	+ The student Athlete will need a certain number of signatures (1-4) when they come to change their major in addition to whichever forms they need for the individual schools.
	+ When the form is signed by the appropriate person in the Dean’s Office, be sure to also print your name on the line below with a phone number and return the form to the Registrar’s office.
	+ If a student has an athlete status but is not an active part of the athletic teams, they do not need to have the form to change. (E.g. managers, trainers, cheer, dance, etc.)
* **FERPA**: The Family Educational Rights and Privacy Act
	+ Protects the disclosure of student information.
	+ Began originally in (K-12) to allow students/parents to view student records.
* Protects “educational” records
	+ Educational records are any records maintained by an educational institution.
	+ A student has the right to appeal “incorrect” records if they think something is incorrect.
	+ Student can file an appeal, are entitled to a hearing, and are able to make a statement on record of their discrepancy.
* The following information about eligible students will be treated as directory information and be subject to release:
	+ A. Name, home and local address, published telephone listing, email address, date of birth, photograph.
	+ B. School or college, classification (Fr., Soph., Jr., Sr., Gr.), dates of attendance, awards, degrees and honors, date graduated, and the most recent educational agency or institution attended.
	+ C. Participation in officially recognized activities and sports, fraternity and/or sorority affiliation and educational societies, and vital statistics, such as height and weight, for members of athletic teams.
* A student can contact the university to have it display no information in the directory.
	+ If someone not authorized to see the student’s record asks for information, you can say “I don’t have any information about that individual.”
	+ Educational records cannot be disclosed without the written consent of the student.
* Campus Administration/Faculty
	+ Other campus individuals can have access if they need the information to do their job.
	+ If a student presents a danger to themselves or others-student information can be shared to the extent necessary to mitigate risk.
* If you are told or see information that is not part of an educational record, it is technically not protected under FERPA. However, if a student has specifically requested not to be displayed in the directory, you need to check before releasing any information.
* Sole Possession Record
	+ Does not have to be disclosed.
	+ For example, an instructor’s personal notes about a presentation.
	+ If you’ve discussed your notes with another individual or another administrative/faculty member has access to this information, you do have to disclose the information to the student if they ask.
* Record Requests
	+ If someone requests information about a student and you’re able to disclose information, you should document who and what they’re requesting in SAP under the Records Release tab.
	+ You can inform a parent about a drug or alcohol violation if the student is under 21.
* If you are sending information that is included in educational records from one Ole Miss employee to another Ole Miss employee via the employee email, there is no specific rule in FERPA that says you can’t do this. If it is HIPAA information you can’t send that via email.
* At the time of accepted admission is when students are protected under FERPA.
* Contact Donna Gurley with any questions regarding FERPA at: dgurley@olemiss.edu