

Your Privacy Rights as a Course Participant in SEI Professional Development Center (PDC) Courses

Course participant records created at the Software Engineering Institute (SEI) in connection with SEI PDC courses are strictly confidential and their protection is mandated under federal legislation known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA applies to all institutions that are the recipients of federal funding from the U.S. Department of Education, which includes Carnegie Mellon University (CMU). Since the SEI is operated and administered by CMU, the SEI is also subject to this regulatory program.

Under FERPA, you have the right to:

- Inspect and review your course records
- request an amendment to your records if you believe that they are inaccurate or misleading
- request a hearing if your request for an amendment is not resolved to your satisfaction
- consent to disclosure of personally identifiable information from your records, except to the extent that FERPA authorizes disclosure without your consent
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if you believe your rights under FERPA have been violated

Page 2 of this document contains the form that all course participants are required to complete and sign in order for the SEI to release any information pertaining to their educational records. Granting permission to have educational records released is voluntary, and course participants may change their authorization designation at anytime by contacting the SEI. The form is also available from the SEI's Professional Development Center (PDC).

This general outline is not intended to be construed as legal advice and only provides a summary of FERPA as it relates to course participants relating to SEI delivered courses. Additional details about FERPA and privacy rights can be found at:

LLI/Legal Information Institute, U. S. Code Collection, Title 20, Chapter 31, Subchapter 111, Part 4, § 1232g. Retrieved May 25, 2006, from the Cornell Law School, LLI Legal Information Institute Web Site:

[http://www.4law.cornell.edu/uscode.html.uscode 20/usc § 20 000...](http://www.4law.cornell.edu/uscode.html.uscode%20usc%20000...)

Office of Family Policy Compliance, Family Education Rights and Privacy Act (FERPA), Retrieved May 25, 2006, from www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Van Dusen, William R. J. (2004) FERPA: Basic Guidelines for Faculty and Staff A Simple Step-by-Step Approach For Compliance. Retrieved May 25, 2006, from the NACADA Clearinghouse of Academic Advising Resources Web Site:

<http://www.nacada.ksu.edu/Resources/FERPA-Overview.htm>

Professional Development Center (PDC)

Consent to the Release of Educational Information

Release of Records Pursuant to the Family Educational Rights and Privacy Act (“FERPA”)

Course participant records created at the Software Engineering Institute (SEI) in connection with SEI PDC courses are strictly confidential and their protection is mandated under federal legislation known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA applies to all institutions that are the recipients of federal funding from the U.S. Department of Education, which includes Carnegie Mellon University (CMU). Since the SEI is operated and administered by CMU, the SEI is also subject to this regulatory program.

The SEI requires your permission to release information contained in your educational records. You may change your authorization designation at anytime, by sending your request in writing to the SEI. For your convenience, you may contact us at **course-info@sei.cmu.edu**

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

I hereby authorize Carnegie Mellon University (“CMU”) and its Software Engineering Institute (“SEI”) to release my name and educational records regarding courses I am taking (or have taken) from the SEI and/or its licensees, including how I have performed in those courses. This authorization is for one or a combination of the following purposes: 1) to demonstrate that I have successfully completed these courses to someone who might be interested in using my services, and/or 2) to allow my employer to be made aware of my progress in the educational programs for which my employer is paying.

Please print legibly

Course Attendee Name: _____

Course Title: _____

Course Date: _____

Instructor(s) Names: _____

Course Attendee Signature: _____

Date Signed: _____

Please address any inquiries regarding FERPA to:

Jill Diorio, Manager Ethics and Compliance

Software Engineering Institute

(412) 268-7782 (jdiorio@sei.cmu.edu)