

Your Privacy Rights as a Course Participant in SEI Education and Training Courses

Course participant records created at the Software Engineering Institute (SEI) in connection with SEI education and training 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. Since the SEI is operated and administered by Carnegie Mellon, 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

Below please find 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 Education and

Training department, as well as available on the Partner Resource Center website. Authorized Individuals delivering courses should distribute this form to course participants and return the completed forms to the SEI, along with other required submissions.

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 III, Part 4, § 1232g. Retrieved June 25, 2015, from the Cornell Law School, LLI Legal Information Institute Web Site:

www.law.cornell.edu/uscode/text/20/1232g

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 June 25, 2015, from the NACADA Clearinghouse of Academic Advising Resources Web Site:

www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/FERPA-overview.aspx

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

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 partnernetwork-compliance@sei.cmu.edu.

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

I hereby authorize Carnegie Mellon University 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.

Name of Course Attendee (please print legibly)	
Course Name	
Course Date	
Instructor Name	
Signature	
Date	

Please address any inquiries regarding FERPA to:

SEI Partners
Software Engineering Institute
4500 Fifth Avenue
Pittsburgh, PA 15213-2612
(412) 268-5800
partnernetwork-compliance@sei.cmu.edu