

**ACKNOWLEDGMENT OF CONFIDENTIALITY AND
NON-DISCLOSURE OF PROTECTED STUDENT INFORMATION
(For Student Panelist in Course Grade Appeal Process)**

This Acknowledgement of Confidentiality and Non-Disclosure of Protected Information is executed by the undersigned individual _____ (“Student Panelist”) on the date set forth below.

1. *Acknowledgment of Obligations under FERPA*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution, which include all records related to HCC’s Course Grade Appeal Process. Student education records are considered confidential and such records or the contents of such records may not be disclosed to any unauthorized parties without the express written consent of the student. Specifically, *any personally identifiable student information that connects the student to a course grade appeal* shall not be disclosed to any unauthorized parties. Some examples of information that MAY NOT BE RELEASED to unauthorized parties without prior written consent of the student include: (1) Birth Date, (2) Religious Affiliation, (3) Citizenship, (4) Disciplinary Status, (5) Ethnicity, (6) GPA, (7) Marital Status, (8) SSN or student I.D. number, (9) Grades and Exam Scores, (10) Test Scores, and (11) Progress Reports.

In the performance of my duties on the Grade Appeal Committee, I may gain access to sensitive or confidential information and records that may be protected from disclosure by FERPA for purposes as outlined in HCC’s Course Grade Appeal Process. I understand that unauthorized disclosure of such information may adversely impact HCC, individual persons, or affiliated organizations.

2. *Acknowledgment of Confidentiality*

Information disclosed, reviewed, or presented in the context of this Course Grade Appeal Process shall not be disclosed to any unauthorized parties.

Disclose means to release, transfer, disseminate, or otherwise communicate all or any part of any Confidential Information orally, in writing, or by electronic or any other means. Disclose includes, but is not limited to, accessing, showing, discussing, telling, using, releasing, e-mailing, copying, giving, selling, reviewing, changing, or disposing of Confidential Information.

I acknowledge that any willful or unauthorized disclosure violates Houston Community College’s policies and may constitute just cause for disciplinary action, regardless of whether criminal or civil penalties are imposed.

By signing this Acknowledgment, I agree that I have read, understand and will comply with this terms set forth herein.

Name of Student Panelist (print): _____

Signature: _____

Date: _____