

Indiana University Student Records Code of Conduct

I understand that, as an employee of Indiana University with access to private, confidential student records information, I will adhere to the following code of conduct:

1. I will not award degrees, update records or change grades for students with whom I have a personal relationship. With the exception of items available through self-service, I will not change my personal student record in any way.
2. I will not use student records data for personal gain or curiosity. I will use student records information only for the purpose for which it is intended.
3. I will not discuss the academic progress of any student with anyone other than the student or an authorized school official without the student's consent.
4. I understand the university reserves the right to audit my access and actions within university systems.
5. I will adhere to the Family Educational Rights and Privacy Act (FERPA). Detailed information is available at <https://ferpa.iu.edu> and <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.
6. I will not accept any cash, gift, or benefit of any value from any student or anyone acting on the student's behalf.
7. I will disclose any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship by following Indiana University Conflict of Interest policy. This policy is located at <http://policies.iu.edu/policies/categories/human-resources/conduct/coi.shtml>
8. I will follow the Principles of Ethical Conduct (<http://principles.iu.edu>), including carefully managing public, private and confidential information and following any relevant data security policies and procedures.
9. If I am responsible for ensuring final degree requirements are met:
 - a. I will not make any exceptions to these requirements that are not approved or supported by department policies or established standards.
 - b. I will ensure that all degree requirements have been met and applicable exceptions are authorized and recorded.
 - c. I will ensure the final degree requirements are archived and retrievable for each student.
10. If I serve on scholarship committees, I will recuse myself from making award recommendations for students with whom I have a personal relationship.