School of Pharmacy
University of Wyoming

Date Approved: 9/16/2011
Date Effective: Immediately
Document #: SA-005

Title: UW SOP Student Affairs Committee Confidentiality Agreement
Version: 2

Committee: Student Affairs

Votes: # Approve approved by voice vote # Disapprove

Approval Signatures (As Required)

Associate Dean of Academic and Student Affairs: [Signature]

Associate Dean of Research and Outcomes: 

Dean: [Signature]

Notes:

Student Affairs-SAC Confidentiality Agreement-Version 2- August 2011
Confidentiality Policy: Faculty, Staff and Students

I, ____________________________, agree that I will hold any information related to the Student Affairs Committee (SAC) in strictest confidence, and will not share such information with anyone that would constitute a violation of FERPA. I agree that any and all information, which I may acquire, is legally privileged and highly confidential. Confidential information includes, but is not limited to, student names, academic records, medical or personal data, and any other identifying information. In general, confidential information is any information that one would not have access if not for a position on the SAC. It also includes maintaining confidentiality about the Student Affairs Committee membership.

I will not discuss any information pertaining to SAC topics in public areas, even if specifics such as a student’s name are not used. I will never discuss a SAC case with another student in the School of Pharmacy under any condition.

I will continue to observe this confidentiality policy after I have completed my commitment to the School of Pharmacy Student Affairs Committee. Disclosing confidential information including details about any decisions made by the SAC can be hurtful, is irresponsible, and is grounds for immediate dismissal from the position. I have read and understand FERPA, and understand that I could be held liable if violated. The individual or individuals who are the subject of the violation may also bring civil or criminal charges against the violator.

__________________________________  __________________________
Signature                                           Date

__________________________________  __________________________
Dean of the School of Pharmacy                      Date

Student Affairs-SAC Confidentiality Agreement-Version 2- August 2011