



**Confidentiality & Security Agreement**

FULL NAME: \_\_\_\_\_  
(please print)

PODS USER ID: \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

TITLE: \_\_\_\_\_

As an approved user of the graduate admissions system software (Slate by Technolutions), I agree to the following terms and conditions:

1. The Family Educational Right to Privacy Act (Buckley Amendment) prohibits the disclosure of educational records to any parties other than the student, except under certain conditions. It is our policy that system users will not release any such information, and that all requests for release be referred to the Graduate School.
2. For the purposes of this agreement, "student information" includes the following: social security/ID number, grades and grade point average, financial information and course schedules. Additionally, any information about a student's standardized test scores is to be considered confidential.
3. Educational records may be accessed and used by system users in the performance of their job responsibilities; however, there is to be no unnecessary access and if any of the information is anticipated to be released outside of the academic unit or the university, such requests must be referred to the Graduate School for permission prior to any access or release.
4. All documents and records related to the Graduate School and graduate programs are extremely important to individual applicants and enrolled students. It is the responsibility of all system users to take preventative action in keeping this information secure.
5. Printing and distribution of any documents or materials contained in the system is strictly prohibited.

I understand that failure to abide by the terms and conditions above will result in the termination of my user account and that I could be subject to further corrective action.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_