

## Glossary of Terms

Note: [UPPS No. 01.04.31](#), Access to Student Records Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) takes precedence if any definition below is found to conflict with it. For terms not defined in this glossary, a [Texas Statute \(Government Code, § 311.011\)](#) provides that “Words and phrases shall be read in context and construed according to the rules of grammar and common usage.”

Term	Definition
<b>Directory Information</b>	Texas State has designated its directory information in Section C of the <a href="#">Notification of Rights Under FERPA</a> of <a href="#">UPPS No. 01.04.31</a> , Access to Student Records Pursuant to the Family Educational Rights and Privacy Act of 1974.
<b>Non-directory information</b>	Any student information not meeting the criteria for directory information as defined under <b>Directory Information</b> .
<b>Educational Records</b>	Records that are directly related to a student and are maintained by Texas State, or a party acting for Texas State.
<b>External Requestor</b>	Any entity not meeting the criteria for a <b>University Official</b> as defined below.
<b>Internal Requestor</b>	Any entity meeting the definition of a <b>University Official</b> , as defined below.
<b>Information Owner</b>	The individual upon whom responsibility rests for carrying out the function that is supported by or uses the resources. At Texas State, the ownership role is normally assigned to the administrative head of the business function most closely associated with the information.
<b>Personally Identifiable Information</b>	Student information with personal identifiers or other information that makes it possible to infer identities of individuals.
<b>Non-personally Identifiable Information</b>	Student information without personal identifiers. Examples are summary reports, statistical information, and detailed records that do not allow an individual’s identity to be inferred.
<b>Privacy</b>	A written request by an individual to withhold that individual’s directory information from the public.
<b>Non-Privacy</b>	Absence of a written request by the individual to withhold directory information from the public.
<b>Public information</b>	Information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body and the governmental body owns the information or has a right of access to it. ( <a href="#">TPIA, 552.002</a> ).
<b>Non-public information</b>	Any information excepted from release under the Texas Public Information Act and as interpreted by subsequent Texas Attorney General opinions. Examples include certain personnel information, information related to litigation, certain law enforcement records, etc. For a complete list of exceptions, <a href="#">see Subchapter C</a> of the Texas Public Information Act, under the publications and open government links at <a href="http://www.oag.state.tx.us/">http://www.oag.state.tx.us/</a>
<b>Record</b>	Any information maintained in any medium, including handwriting, video or audio tape, computers, film, print, microfilm, and microfiche.
<b>Regulatory</b>	Any entity (or its agent) with statutory authority to oversee or otherwise regulate the activities of Texas State. Examples include Texas Higher Education Coordinating Board, U.S. Department of Education, Texas Building and Procurement Commission, The Texas State University System, and U.S. Dept. of Justice.
<b>Non-regulatory</b>	Any external entity not meeting the criteria for a regulatory body as defined under <b>Regulatory</b> . (Texas State affiliated organizations are included here.)
<b>Requestor</b>	The entity ultimately utilizing the information provided.

<b>Student</b>	Any individual who is registered for the current or a future semester by official registration methods and appears on a class roster is considered in attendance and a student.
<b>Student Information</b>	Education records that are directly related to individuals who registered for the current or a future semester by official registration methods and appear on a class roster. Includes student information of alumni who are not currently enrolled at Texas State.
<b>Non-student information</b>	All information not meeting the criteria for student information.
<b>Texas State-Affiliated Requestors</b>	Any requestor affiliated with Texas State in a capacity other than that of a <b>University Official</b> (see below) or not operating in a legitimate educational interest. Examples include: Texas State registered organizations, fraternities, sororities, and professional organizations. Such entities must have the written consent of a <b>University Official</b> to obtain access to non-public information.
<b>University Officials</b>	A person employed by Texas State or The Texas State University System (TSUS) office in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents in the TSUS; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Texas State discloses education records without consent to officials of another school in which a student seeks or intends to enroll.