

# DARWIN ACCESS REQUEST FORM

## Responsibilities in the Use of Student and Course Information

The privacy of student information held by the University is protected by the federal *Family Education Rights and Privacy Act* (FERPA). The policy that implements this Act at UIUC is outlined in “Student and Course Data Access Policy” (Section III-15 of the *Campus Administrative Manual* at <http://www.fs.uiuc.edu/CAM/CAM/iii/iii-15.html> and in the Student Code at [http://www.admin.uiuc.edu/policy/code/.](http://www.admin.uiuc.edu/policy/code/))

Student data is considered high risk and access for “school officials” is limited to those individuals with a legitimate educational interest. The Academic Associate Deans in the college offices review DARwin access requests and, in general, limit access to those individuals typically associated with academic advising in some official capacity. When possible, advisors will be limited to the students in the program available to them. FERPA training is required for all end-users who request access to student data.

University staff members signing this document agree to comply with the Student and Course Data Access Policy in the Campus Administrative Manual. Regulations describing these limitations are included in the policies noted above.

- Information collected from students is made available to University staff for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use, including browsing, is prohibited.
- Information, other than directory items (see student code) may not be released to a third party without the written consent of the student. “Third party” is generally defined as anyone outside the campus, any other student, or those campus staff without a “legitimate educational purpose” in the student record. Information may be shared with other University staff members in the completion of your or their work. Non-directory items may **NOT** be shared with the parents of a student over 18 without the written consent of the student.

Vice Chancellors, deans, directors, or department heads (unit heads) signing this form are responsible for their staffs’ appropriate use of DARwin data covered under this access privilege form. Each unit head, in conjunction with the Office of Admissions and Records (OAR) is responsible for instructing staff on the obligations and responsibilities that accompany the privilege of viewing data within DARwin.

# DARwin Access Request Form

## Instructions

- 1) Complete User Information Section
- 2) Complete Access Privileges Section
- 3) Obtain approval of unit head or unit USC
- 4) Forward form to the College Academic Associate Dean for further review
  - If non-academic unit, send form to DARwin Coordinating Committee, Kristi Kuntz, Asst. Provost, Swanlund Admin. Bldg., MC 304, [kakuntz@uiuc.edu](mailto:kakuntz@uiuc.edu), (217) 333-2353.
- 5) Forward to College USC who will enter information into AITS Web Security Application

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### User Information (Please type or print)

Network ID: \_\_\_\_\_ Department : \_\_\_\_\_

Campus Address: \_\_\_\_\_ Mail Code: M/C \_\_\_\_\_

Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Title: \_\_\_\_\_ College/Department Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

- FERPA training complete on \_\_\_\_\_  
([http://www.oar.uiuc.edu/staff/ferpa\\_tutorial/index.html](http://www.oar.uiuc.edu/staff/ferpa_tutorial/index.html))

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### Access Privileges (Please type or print)

Business need/number of students for whom access is needed \_\_\_\_\_

\_\_\_\_\_  
Same access as \_\_\_\_\_ (Network ID)

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### Authorization (Please type or print)

Dept: USC or Unit Head

College Approval: College Academic Associate Dean

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_