



The University of Utah

Degree Audit Exceptions Security Form

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-3737 • 801-581-5919 fax

This document is accessible when opened in Adobe Reader. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

Instructions: Fill out the following form by checking the appropriate box(es) and acquiring the appropriate signatures. Please return the completed form to the Registrar's Office, Student Systems Division, 250 N SSB, email: studentsystems@utah.edu, or fax 801-581-5919.

Employee Information:

Last Name _____ First Name _____ Middle Name _____ uNID _____

Campus Email _____ Department _____ Phone _____ Date _____
(MM/DD/YYYY)

Department Official's Information:

First & Last Name _____ Department _____ Phone _____ Date _____
(MM/DD/YYYY)

The access you are requesting allows you to view and/or modify student information governed by the Family Educational Rights and Privacy Act.

By signing this form, I acknowledge that I have reviewed the FERPA Guide and completed the FERPA Tutorial. I understand my obligations under FERPA for the proper access and release of student educational record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulation. I also affirm that I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 4-001 and 4-004. I understand that if found in violation of this agreement, I can be disciplined and/or dismissed from employment in accordance with University Policy 5-111.

Signature of Person Requesting Access

Signature of Department Official Verifying Eligibility

Should this replace a prior employees access? ☐ No ☐ Yes If yes, who _____

Select Access Request Type: ☐ New ☐ Update Current access ☐ Delete Existing access

Indicate Access Request Level: ☐ View Student Exceptions ☐ Enter & View Student Exceptions

*Note: Security to Generate and View Audits must be requested via the Student Records Authorization (or Change) form. Request the DARSVIEW operator class.

List the Degree Programs: e.g. MJ-MATH, MJ-SOC., MN-SPANMIN, etc. (500 character maximum)

Office Use Only

☐ FERPA Date: _____
(MM/DD/YYYY)

Signature: Data Steward _____ Date: _____
(MM/DD/YYYY)

Signature: Application Security _____ Date: _____
(MM/DD/YYYY)

☐ User Notified