



UTAH VALLEY UNIVERSITY

Policies and Procedures

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| POLICY TITLE | Use of Student Social Security Numbers as Student IDs | Policy Number | 543 |
| Section | Student Affairs | Approval Date | November 12, 1998 |
| Subsection | Student Rights | Effective Date | November 12, 1998 |
| Responsible Office | Office of the Vice President of Student Affairs | | |

1.0 PURPOSE

2.0 REFERENCES

2.1 *Privacy Act of 1974*

2.2 UVU Policy 542 *Student Records Access (Student Privacy/FERPA)*

3.0 DEFINITIONS

4.0 POLICY

4.1 In accordance with the *Privacy Act of 1974*, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions/Registration is voluntary. All students are assigned a UVU ID.

4.2 The nine-digit number shall be used as follows:

1) To identify student records such as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; and

2) To determine eligibility, certify school attendance, and report student status.

Note, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations.



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4.3 No student's Social Security number shall be disclosed to individuals or agencies outside the University except in accordance with UVU Policy 542 *Student Records Access (Student Privacy/FERPA)*.

5.0 PROCEDURES

| POLICY HISTORY | | |
|---------------------|--------------|--------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
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