FERPA GUIDELINES FOR FACULTY AND STAFF

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended identifies the rights of students and their families with respect to student educational records kept by the institutions. The act provides students with the right to (1) inspect and review their record, (2) restrict the disclosure of their record, and (3) seek to amend their record. Students have the right to expect that information in their educational records will be kept confidential, and will be disclosed only with their permission or under provision of the law.

Directory information includes the student’s name, address, telephone listing, e-mail address and photographic or electronic picture or image, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and full- or part-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Guidelines for faculty and staff members to follow in order to maintain, report, and make available information included in student educational records in compliance with the requirements of FERPA and the University’s Policy include:

1. **DO** check the student’s record on the Registration and Records database (CICSPROD) or with the Office of Registration and Records to see if the student has requested nondisclosure before releasing information about the student.

2. **DO NOT** release information to others when in doubt. Consult with the Office of Registration and Records.

3. **DO** refer requests for information from the education record of a student to the proper educational record custodian, e.g., academic, financial, medical, and placement.

4. **DO NOT** request information from the educational record custodian, or access a student’s record on CICSPROD unless you have a legitimate educational interest with respect to that student and that record.

5. **DO** follow the confidentiality principles of FERPA by not sharing education records information with your colleagues or co-workers unless a legitimate educational interest exists.

6. **DO NOT** display student scores or grades publicly in association with names, social security numbers, or other personally identifiable information. If scores or grades are posted, use only a coding method agreed upon mutually by the entire class, which does not include personally identifiable information. The list should be randomly generated, i.e., displayed in such a way that it not appear in alphabetical order by student name.

7. **DO** keep only those individual student records necessary for the fulfillment of your teaching or advising responsibilities. Private notes of a professor/staff member concerning a student and intended for a professor’s/staff member’s own use are not part of the student’s educational record.
8. **DO NOT** provide nondirectory information to third parties such as prospective employers, associations, honorary organizations, etc. without the student’s written consent.

9. **DO** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.

10. **DO NOT** provide copies to students of their transcripts from other institutions. If you release copies of transcripts, you are acting as a third party testifying as to the accuracy of the information on the transcripts.

11. **DO** understand that only the appropriate educational record custodian may release information about a student’s educational record to a third party outside the University.

12. **DO NOT** share nondirectory information from a student’s education records, such as grades or class schedules, with parents. Refer the parents to the Office of Registration and Records.

13. **DO** direct all student information requests in the case of an emergency to the Student Affairs at 753-6103 during regular office hours or Public Safety (University Police) at 753-1811 after hours. Refer requests for students’ phone numbers to LUCY, the automated operator, at 753-4000.

14. **DO** refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act immediately to the Office of the University Legal Counsel.

Ferpa.training—revised9/02