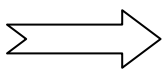


FERPA Reference Sheet for Faculty

FERPA, the Family Educational Rights and Privacy Act of 1974, protects the privacy of student education records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. An institution's failure to comply with FERPA can cause the withdrawal of federal funds by the Department of Education.



As a Faculty Member, you need to know the difference between **Directory Information** and **Personally Identifiable Information** or **Education Records**:

DIRECTORY INFORMATION

(May be disclosed, unless the student requests otherwise. *Please refer such requests to your department office or to the Registrar's Office.*):

- Name
- Current Mailing Address
- Phone
- Email Address
- Date of Birth
- Major
- Dates of Attendance
- Enrollment Status (Full/ Part-time)
- Degrees/Honors/Awards Received
- Participation in Officially Recognized Activities and Sports
- Athletes' Weight/Height

PERSONALLY IDENTIFIABLE INFORMATION (any data other than "Directory Information")

Including, but not limited to:

- Social Security Number
- PeopleSoft Emplid (Studentid)
- Residency Status
- Gender
- Religious Preference
- Race/Ethnicity

EDUCATION RECORDS

Including, but not limited to:

- Student's Class Schedule
- Grades/GPA
- Test Scores
- Academic Standing
- Academic Transcripts

Personally Identifiable Information or Education Records may not be released to anyone but the student and then only with the proper identification.

*Parents and spouses must present the student's written and signed consent **before** the University may release personally identifiable information or education records to them.*

(Please refer callers to the Registrar's Office.)

General Practices to Keep in Mind:

- Do not leave exams, papers, or any documents containing a student's Social Security number or student ID number, grade, or grade point average, outside your office door or in any area that is open-access.
- Do not record attendance by passing around the Gallaudet University class roster, which contains the student's Social Security number or student ID number.
- Do not provide grades or other Personally Identifiable Information/Education Records to your students via telephone.

POSTING GRADES:

According to FERPA, student grades must not be released or made available to third parties. Gallaudet policy, therefore, restricts instructors from posting grades in classrooms (except as follows), or on websites unless the student's identity is concealed by a secure password-entry interface. **How to Post Grades:**

- Please refrain from posting grades by Name, Social Security Number, or Emplid (student id).
- Grades may be posted by using a randomly generated number known and available **only** to the instructor (or teaching assistant) and the student.
- Arrange the list so students do not fall in alphabetic order.

RECORDS ACCESS BY UNIVERSITY PERSONNEL

As a faculty member, you may be allowed access to a student's educational records **if** you can establish *legitimate educational interest* for the request, meaning that you need the information to fulfill a specific professional responsibility.

STUDENT REQUESTS FOR REVIEW

Students do not, under FERPA, have the right to review the following:

- Law-enforcement records;
- Records maintained exclusively for individuals in their capacity as employees. However, records of those who are employed as a result of their status as students (work-study, internships, student workers, etc.) are considered educational records and can be reviewed;
- Medical treatment records;
- Alumni records;
- Sole-source/Sole-possession documents: these are notes (memory joggers—**not** grade or GPA related) created and maintained by an individual for personal use exclusively. So long as no one else ever sees these notes they remain private and are not subject to FERPA. If they are shared with anyone, these notes no longer are considered "sole source." They become part of the student's educational record and are subject to disclosure under FERPA.

⇒ **Grade books are not considered "sole source" documents under FERPA and so must be made available to written student requests for record disclosure.**

If a student requests grade book disclosure, all notations pertaining to other students would be stripped out of the copy provided for review.

FOR MORE INFORMATION

An official US government summary and phone numbers for assistance (including TTY) can be found at:

<http://ed.gov/policy/gen/guid/fpco/ferpa>

An excellent review for higher education staff and faculty is available at:

<http://www.bsc.edu/records/ferpa/sld001.htm>

A well-formatted copy of the legal text itself is can be printed from:

<http://www4.law.cornell.edu/uscode/20/1232g.html>