

## FERPA Guidelines

Federal Educational Rights and Privacy Act of 1974 (FERPA) regulates the maintenance, inspection, and release of student records. The student records maintained by the college and/or System Office include, but are not limited to:

1. Academic records from schools previously attended
2. Scores or results on various standardized tests and interest/attitude inventories
3. Degrees awarded
4. Current academic work completed
5. Grades and other faculty evaluations
6. Applications for admissions
7. Applications and other data related to financial aid
8. Applications for employment
9. Class rolls
10. Letters of recommendation
11. Academic advisor notes
12. Attendance data
13. Biographical and identifying information (name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status)
14. Medical data
15. Current student status
16. Accounts relating to fees
17. Academic offenses
18. Disciplinary offenses; and
19. Counseling notes.

The above records are available only to the student, college personnel with legitimate educational interests, other institutions where the student is seeking financial aid, officials of other institutions at which the student is currently enrolled, accrediting organizations carrying out their accrediting functions, and authorized representatives of the Comptroller General of the U.S., the Secretary of the HEW, or an administrative head of an education agency. Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction may also receive student records as long as the information is destroyed after the project is over. Parents of dependent students have access to student records if a certified copy of the parent's most recent Federal Income Tax Form states such. Lawfully issued subpoenas requiring the student's records will warrant the release. Appropriate persons in a health or safety emergency may also access student records.

Students have the right to review those records within 45 days of written request with the exception of 1) physician, psychiatrist, psychologist, or other professional's records; 2) parent's financial records; 3) confidential letters and recommendations put in the file prior to January 1, 1975; and 4) confidential

recommendations relating to admission, application for employment, or honors, if the student waived the right to review such records.

A student may request a hearing if it is believed that any record is inaccurate, misleading, or otherwise violative of the right of privacy of the student.

Students also have the right to consent to disclosures of personally identifiable information contained in the student's education records.

Directory information that may be released **without** the written consent of the student includes:

- Student name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports, and
- Weight and height of members of athletic teams.