

## **Family Education Rights and Privacy Act (FERPA) – Quick Guide**

*Protecting the privacy of educational records.*

### **Who is protected by FERPA?**

- All students, regardless of age, who are or have ever attended a postsecondary institution.
- Attending Students = admitted, registered, and the term has begun; whether in residence, online, non-degree, degree-seeking, part or fulltime.
- Students who have only applied to ECU do not have FERPA protection; they are not yet “in attendance”.

### **Who is responsible for enforcing FERPA?**

Everyone on campus with access to student records shares this responsibility – faculty, staff, and students.

### **What are a student’s fundamental FERPA rights?**

1. Right to inspect and review their own educational records.
2. Right to request any amendments of inaccuracies in their records.
3. Right to have some control over the release of their educational records.
4. Right to file a complaint with the U.S. Department of Education regarding any perceived failure to comply with FERPA.

### **How does ECU make students aware of FERPA?**

Each year there is a notification in the University catalog and the student handbook. FERPA information is also made available through the ECU website.

### **What is Directory Information?**

- Directory information is student data that is not considered to be generally harmful to an individual if released.
- Directory information data items must be defined by the institution. (It is in the ECU catalog.)
- Students must be allowed to request confidentiality (nondisclosure) of their directory information.

#### *Directory Information at ECU:*

<i>Name</i>	<i>Enrollment Status</i>	<i>Date and place of birth</i>
<i>Email</i>	<i>Telephone Number</i>	<i>Classification</i>
<i>Major Field of Study</i>	<i>Dates of Attendance</i>	<i>Degree or Awards Earned</i>
<i>Participation in Sports</i>	<i>Height &amp; Wt. if an Athlete</i>	<i>Most Recent School Attended</i>
<i>Permanent or Mailing Address (but never residence hall address)</i>		

### **What is NEVER Directory Information; never released without student written permission?**

***(Note: some exceptions apply – refer to other training materials for details)***

<i>Social Security Number</i>	<i>Student ID</i>	<i>Academic Standing</i>
<i>Grades</i>	<i>GPA</i>	<i>Residence Hall Room No.</i>
<i>Student Schedule</i>	<i>Academic History</i>	