

# ~~TOP SECRET~~

## A Quick Reference Guide to Understanding and Applying FERPA

FERPA Regulations: <https://www.isums.edu/registrar/family-educational-rights-and-privacy-act-ferpa/>

### What rights do students have under FERPA?

- x The right to inspect and review their education records within 45 days of their request
- x The right to request an amendment to their education records
- x The right to consent to disclosures of personally identifiable information contained in their education records
- x The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

### What is directory information?

Institutions may disclose the following information on a student without violating FERPA if the student has not restricted their information

- x Student name
- x Awards/honors (e.g. Latin Honors, President's List, Dean's List, Honors List)
- x Dates of attendance and/or semesters attended
- x Class standing (e.g. first year, senior, admitted to master's program)
- x Dates of degrees and certificates conferred
- x Enrollment status (full-time, part-time)
- x Hometown
- x Physical factors (athletes only)
- x Degree and major field of study (e.g. BS/BA, undergraduate major, graduate program)
- x Names of previous institutions attended
- x Past and present participation in officially recognized co-curricular activities (e.g. sports, music, drama)
- x JSU mail box number
- x JSU email address (internal use only)
- x Birthdate (internal use only)

### What is a restricted directory and what does it mean?

Students have the right to restrict disclosure of personally identifiable information the University has designated as directory information that may be released without the written consent of the student.

Restricted records cannot be released without the written permission of the student. This permission must be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the party or parties to whom the disclosure may be made.

There are exceptions to the consent to disclosure requirement. Please see the following Web site for further details: <https://www.jsums.edu/registrar/family-educational-rights-and-privacy-act-ferpa/>

## What is personally identifiable information?

Personally identifiable information includes, but is not limited to:

- x student name
- x name of student's parent or other family member
- x address of the student or the student's family
- x a personal identifier (J# or SSN)
- x biometric record
- x other indirect indicators (birth date, place of birth, mother's maiden name)
- x other information alone or in combination that would make the student's identity easily traceable

## Public Posting of Grades

The public posting of grades, either by the student's name, institutional student identification number that only the student and instructor know would be an appropriate way to post grades. Even then, the order -0.7 (I)-11

