

## **Family Educational Rights and Privacy Act “FERPA”**

### **FERPA provides three basic rights to college students**

- To inspect their own educational records
- To request that corrections to the records be made if the information in them was recorded inaccurately
- To restrict access of others to personally identifiable records unless an exception exists.

### **Educational records**

- Directly related to a student; and
- Maintained by an educational agency or institution or by a party acting for the agency or institution

### **Not considered educational records**

- Directory Information
- Records created and maintained by the University’s Office of Public Safety for law enforcement purposes
- Certain records kept in the sole possession of the maker and not shared with anyone
- Alumni records
- Treatment records maintained by a physician, psychologist, psychiatrist or other recognized professional at Curry Health Center

### **Directory Information**

- Student’s name, addresses including email, telephone number, dates of attendance, full time/part time status, date of graduation and degree received, school or college, majors, class, and academic awards or honors.
- A student may make a formal request through the Registrar’s Office, that the University not disclose any information from the student’s record, including directory information. Campus personnel will continue to have access to the student’s directory information, but may not disclose it to anyone.

### **Permitted disclosure without student consent**

- University officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Specified officials for financial aid purposes
- Accrediting organizations
- To comply with a judicial order or subpoena
- Appropriate officials in health or safety emergencies

### **Reminders**

- Do not post grades where others can view using student names or ID numbers.
- Do not pass stacks of papers/tests around in class and have students retrieve their own from the stack.
- Require students to use official UM student accounts so you are sure you are replying to the student intended.
- Do not speak with third parties about students’ academic performance.
- Only seek academic information about a student without his or her written consent if you have a “legitimate educational interest.”
- Do not provide a student’s information to parents without the student’s written consent. The Registrar has consent forms.