

## The Federal Family Education Rights and Privacy Act of 1974 (FERPA)

The Federal Family Education Rights and Privacy Act of 1974 (FERPA), generally prohibits us from sharing personally identifiable information about students with other individuals unless we have consent from the student. This consent is given by the student signing a [waiver to release educational records](#), which can be found on the [FERPA page of the University Registrar's website page](#), however there are some exceptions to this rule. A few of which are highlighted below.

If a student is asking you to release information to a third party on their behalf and it falls under [directory information](#) that has been established by the university, you may release this information without a waiver.

**The University designates the personally identifiable information contained in a Student's Educational Record listed below as "Directory Information":**

1. The Student's name
2. The Student's address, phone number and electronic mail address
3. The Student's major field of study
4. Place of birth
5. The Student's achievements, degrees, academic awards, or honors
6. The Student's weight and height, if a member of an athletic team
7. The Student's previous educational institutions
8. Participation in officially recognized activities and sports
9. Dates of attendance
10. The Student's photograph

Students may choose not to have "Directory Information" released, if they complete a form and submit it to G-3 Thackeray. If a student submits this request a FERPA flag will be placed on the students file in PeopleSoft, **therefore before releasing any information on a student record, the PeopleSoft record should be verified as to no FERPA flag**. Any department administrator can verify that in PeopleSoft for any faculty member, that cannot view that information.

### **A simple rule to follow is, a waiver must be signed if:**

A student is requesting **any information regarding their GPA, or standing within a program**. The student should provide you with an official transcript that they obtain from the University registrar, along with the [waiver to release educational records](#).

- If a student is requesting the program GPA of a major and it must be hand-calculated, then you must disclose this to the other party, by attaching the official transcript and highlighting what courses were used to arrive at the calculation.

If you are unsure if you can release information, without consent the best thing to do is ask for the waiver to be signed. Faculty can easily send the [waiver to release educational records](#), to the student upon request, just to be sure you are following FERPA regulations.