FAST FERPA FACTS FOR FACULTY

What is FERPA?

The Family Education Rights and Privacy Act (FERPA) was passed in 1974 by Congress to require educational institutions to:

- Provide students access to their educational records
- Allow students to correct inaccurate or misleading information in these records
- Limit the release of information to third parties

What is DIRECTORY INFORMATION?

The University may disclose any of these "directory information" items without prior written consent, unless the student has submitted a written request to the Registrar's office not to release directory information pertaining to them. When accessing a student's record in Banner, if the student has requested non-disclosure, you will see a warning "Information about this person is confidential" before you enter the student's record.

- Student's name
- Addresses (email, mailing and campus box)
- Telephone Numbers
- Dates of attendance
- Enrollment status (full- or part-time)
- Date of expected or actual graduation
- Classification (freshman, etc.)
- Type of degree being pursued
- Degrees, honors, and awards received
- Sports Participation

What are YOUR RESPONSIBILITIES?

You are responsible for controlling access and protecting the student records you possess:

- Always be conscious and aware of others who may be able to overhear your conversation or see your computer screen.
- Do not provide anyone with student information, including schedules
- Keep confidential paper in file cabinets and shred rather than trash
- Keep your Banner password secure and Banner screens hidden from unauthorized individuals
- Final grades are posted on GoldLink - there should be no need to post them elsewhere.
- If you post exam or assignment grades throughout the term, use a system that ensures that FERPA requirements are met, such as D2L or using code words or randomly assigned numbers that only the instructor and individual student know.
- Do not post score distributions in courses with fewer than 10 students or in cases where it is possible to figure out which grade belongs to which student.
- Students at ETSU are assigned an E # for identification purposes. Never ask for or use a SSN under any circumstances.
- Don't leave graded assignments together in a public place for students to pick up (and see the grades of others)
- Be sensitive to student privacy—don't inadvertently display confidential information on distributed class materials
- Decline requests from parents—refer them to the Registrar's Office
- Don't volunteer confidential information in letters of recommendation (get specific written request from student)
- Get signed confidentiality statements from staff, faculty, graduate assistants, and student workers who work with student educational records.

You are responsible for granting student access to records in your possession.

- Access to official student academic records may be obtained in the Registrar's Office
- Advisement records and grade records must be made available to a requesting student, in a reasonable amount of time.
  Be sure not to violate the confidentiality of other students.
- "Sole possession" records are not subject to FERPA, but any notes or written data about a student becomes an educational record as soon as they are shared with another individual, including the student.

You are responsible for understanding "need-to-know":

- According to FERPA, a faculty member, staff member, or school official has a legitimate educational interest in accessing or reviewing a student's educational records without the student's written consent if, and only if, he or she needs to review an educational record in order to fulfill his or her professional responsibility.

More about laws, litigation, and liabilities

- Although institutions can no longer be sued under FERPA, you could be the target of civil action for breach of confidentiality or invasion of privacy.
- The victims of identity theft crimes are now taking legal action against the institutions from which the identity thief obtains the victims' information.
- When in doubt, contact the Registrar's Office.

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