

- Grade level
- The most recent educational agency or institution attended

**Note: Directory information is released at the discretion of the University.**

### **Do**

◇ keep all confidential student records and files locked at all times and accessible only to authorized personnel in a secured location.

### **Do Not**

◇ use the University ID number of a student in a public posting of grades or any other information.

◇ link the name of a student with that student's University ID number in any public manner.

◇ leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.

◇ circulate a printed class list with student name and University ID number, photo, or grades as an attendance roster.

◇ discuss the progress of any student to individuals or parties (including parents) external to the University without the consent of the student.

◇ provide anyone with lists or files of students enrolled in your classes for any commercial purpose.

◇ provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

◇ access the records of any student for personal reasons.

◇ store confidential student information on any computer unless that information is secured.

**Note: If you are in doubt about a request for a student, you can contact the Registrar's Office at 803-536-8406.**



South Carolina State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. South Carolina State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at South Carolina State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, South Carolina State University, 300 College Street, Northeast, Orangeburg, South Carolina 29117-0001, Telephone: (803) 536-7000.

## **Faculty and Staff Guide to the Family Educational Rights and Privacy Act: What Faculty and Staff Need to Know**

*A New State of Mind*



## What is FERPA

FERPA (Family Education Rights and Privacy Act) was enacted in 1974. It is a set of regulations that applies to those institutions that receive funding from the Department of Education. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

### How does FERPA affect you?

1. If a student has a NO to release of directory information, you may not release any information about that student. We recommend you say, "**I have no information about that individual.**" Please refer to the Registrar's Office concerning the release of directory information on students.
2. Departments may not release non directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. You must have the student fill out a Student Information Release Form in the **Registrar's Office** if the student wants you to speak with a third party. The student must sign a new form each time s/he allows you to release non-directory information.
3. The **public posting of grades** either by the student's name, campus/BANNER number, or social security number without the student's written permission is a viola-

tion of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

If an instructor wants to post grades, then a system (such as "Web for Faculty") needs to be put in place that ensures FERPA requirements are met. The last four digits of the student number may be used. The instructor may also obtain the student's written permission or use code words or randomly assigned numbers that only the instructor and individual student know.

**Notification of grades via email** is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

4. The student has a right to inspect and review any departmental or college record you maintain on him/her except for 'sole possession records'. A sole possession record is a record you never share with anyone else (including faculty & staff) and that is maintained solely by you. Sole possession records are not subject to FERPA if they are not shared with anyone else.

5. Do not allow **Student Workers** to view or release personally identifiable or non-directory information on other students. The release of a student's educational record without the student's consent is a violation of FERPA.

6. Employment records are not education records, unless employment is conditional upon the individual being a student. The records of student workers are education records.

### What is Non-Directory Information?

Information that is considered confidential by FERPA and cannot be released without the student's consent. Non-Directory Information includes:

- Education records
- Enrollment records
- Student work (exams, papers, reports, projects, etc.)
- Grades
- Class schedules
- Disciplinary files
- Financial information
- Student employment records
- Academic Progress

### What is "Directory Information"?

Under FERPA, a higher education institution may define some education record information as "directory information" and not confidential under FERPA. South Carolina State University has defined directory information as follows:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study