

FACULTY AND STAFF RESPONSIBILITIES UNDER FERPA

<http://oregonstate.edu/registrar/guidelines-release-information>

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a U.S. Congressional Act passed in 1974 to afford students particular rights concerning their educational records. The primary rights afforded to students who attend a postsecondary school such as Oregon State University are the right to inspect and review their educational records, the right to pursue an amendment to their record, and the right to restrict or release some disclosure of information from their educational records.

Oregon State University may not disclose information contained in educational records without the student's express written consent except under certain limited conditions. The Registrar serves as the custodian of student records for the institution and should be consulted in the case of particular requests or conditions.

What is considered DIRECTORY INFORMATION?

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The University has identified the following to be "directory information":

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| ○ Student's name | ○ Full-time or part-time enrollment status | ○ Date(s) of degree(s) |
| ○ Current mailing address and telephone number | ○ Status as a graduate teaching assistant or graduate research assistant and hours of service | ○ Most recent previous educational institution attended |
| ○ Oregon State email address (other e-mail addresses are not directory information) | ○ Participation in officially recognized activities and sports | For members of athletics teams, directory information may also include: |
| ○ Campus office address | ○ Dates of attendance | ○ Height |
| ○ Class standing (e.g. sophomore, junior, et.al.) | ○ Degrees and awards received | ○ Weight |
| ○ Major field of study | | ○ Position played |

How can a student restrict their directory information as confidential?

Students may restrict the release of directory information, but must do so for all directory information. To do so, students must fill out and turn in a Confidentiality Request with the Registrar's Office; this may happen at any time. The restriction remains in effect until revoked by the student, even if the student leaves the university or graduates. The restriction remains active until the student revokes it or until the student passes away.

How does a student limit what directory information is displayed in the directory?

Students may restrict what of their directory information appears in the online and printed directory. To do so, students will go to MyOSU → Update Personal Profile → OSU Directory Preferences → Select items to display → Submit changes

Can a parent (or other person) see a student's record/non-directory information?

FERPA and Oregon Law work in concert regarding student records. Oregon law prohibits parental access to their child's information unless the child has given consent. This applies to all students enrolled in post-secondary education, even those under the age of 18. Students must fill out and file a *Permission to Release Student Education Records* form and submit it to the Registrar's Office, specifying which records (e.g. transcripts, class schedule) may be released to whom and for what reason the release is granted.

If a student wishes to release financial aid information, they should fill out an authorization form with the Office of Financial Aid and Scholarships; academic and financial records require separate forms.

What student records can faculty/staff access?

Faculty/staff are able to access student records as needed to fulfill one's employment responsibilities; there must be a "legitimate educational interest," which generally entails working directly with the student for whom information was requested. Access to student information does not permit disclosure of information to a third party without a student's written permission.

What are the limitations on posting student grades?

The public posting (by paper or electronic means) of grades by the student's name, ID number, or by any part of a Social Security Number without the student's written consent is a violation of FERPA.

How can I post grades publicly while abiding by FERPA?

If you wish to post grades publicly, assign code words or numbers to students at the start of the term that only you and the individual student know. These should not be posted in the same alphabetic order as the class list.

FERPA

Do you have questions not addressed here? For more information and general questions about

FERPA, contact The Registrar's Office:

102 Kerr Administration Building

541.737.4331

registrars@oregonstate.edu

<http://oregonstate.edu/registrar>

What is NOT considered part of an educational record?

- Records made by a faculty or staff for personal use that are unavailable to any other individual.
- University law enforcement records created and maintained by university security services for law enforcement
- Records maintained by OSU health or counseling services available only to those staff providing diagnosis and treatment (these are, however, subject to HIPAA regulations)
- Alumni records that do not relate to the person as a student.

How do I, as a faculty member, ensure I am FERPA compliant?

- ✓ Keep student ID number, Social Security Number, and student names from being displayed publicly.
- ✓ If you leave graded assignments for student pick up, have a system in place to protect students from seeing each other's work (e.g. have an office staff check a student's ID card before giving back the assignment).
- ✓ Make sure attendance rosters do not list anything other than students' names and be sure these rosters are kept in a safe, secure place after each class. Keep your class roster private.
- ✓ Discuss student progress only with the student or another OSU employee with a legitimate educational interest unless you have written consent from the student.
- ✓ Refrain from helping anyone other than an OSU employee in helping find a student on campus.