

FERPA for Faculty

Who on campus can access student records?

At Southeastern University, access to student educational records without prior consent of the student is limited to those faculty, administrators and staff who individually or collectively, are acting in the student's educational interest, within the limitations of their need to know. Student authorization is required to permit any further access to records. Examples of members of personnel with legitimate educational interest include the following offices:

Academic Departments
Admission
Financial Aid

Career Services
VPAA
University Deans

Assoc Academic Dean
Registrar

FERPA Do's and Don'ts - Are you in compliance?

FERPA (Family Educational Rights & Privacy Act, also known as the Buckley Amendment) requires that administration and faculty provide student record privacy by following particular guidelines. The following addresses a few FERPA issues that specifically concern faculty members.

DO - Obtain a written release from a student when using educational record information for a recommendation. For example, if you want to refer to a student's GPA, class rank, or a particular grade in a course in a recommendation, you would need to obtain a written release from the student.

DON'T - Post student grades by name, by social security number, ID #, or in any other personally identifiable manner. So you may ask, "How am I supposed to post grades?" You may direct them to your course Blackboard site or use a volatile password for your class only. For example, assign each student a random password that you pass out on the first day. Post grades by this password. After the term ends the passwords are never used again.

DON'T leave graded papers with student names or social security numbers on a table for students to collect themselves. The idea is to prevent students from seeing one another's grades and personal information.

DO lock up file cabinets and secure rooms that are used for storing confidential student files. You must pay particular attention to your laptop and Jenzabar-Web account as you have the power to submit grades and view student FERPA-protected information.

DON'T just toss degree audits, transcripts, grades, etc. in the trash barrel. Any piece of paper with personally identifiable information on it needs to be destroyed properly. Shred it!

DON'T print out attendance sheets with student ID on them. Do not ask students to enter their ID # on a student sign-up or attendance sheet. Do not leave signed attendance sheets in a classroom.

If you have any questions in regards to FERPA, please contact the Registrar at 667-5010.

What are education records?

Records -- handwriting, print, computer, videotape, audiotape, film, microfilm, or e-mail – of an institution that:

- Contain information directly related to the student and are maintained by an agency or institution or party acting in its behalf.

Education records do not include:

- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute.
- Medical records.
- Employment records when employment is not contingent on being a student provided the record is used only in relation to the individual's employment.
- Records created and maintained by a law enforcement unit used only for that purpose, and is revealed only to law enforcement agencies of the same jurisdiction. The enforcement unit does not have access to education records.
- Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student.

Directory Information at Southeastern University

In general, the university will not release information from students' records to agencies outside the university without the prior written consent or request of the student. However, the university **may** release the following directory information, without the prior consent of the student.

Name	Date of Enrollment	Awards
Address(es)	Division in Which Enrolled	Participation in officially recognized activities
Telephone number(s)	Classification	Photograph
Email Address(es)	Major	
Date and place of birth	Degree(s) Earned	
Previously attended educational agencies or institutions		

For the most part, Southeastern University generally verifies a student's date of enrollment, major and degrees earned to an outside party through our automated enrollment verification service. You are not authorized to officially verify degree status or enrollment.

Non-Directory information cannot be shared without student’s written permission. It includes:

SSN	ID	Ethnicity
Schedule	Gender	Financial status or information
Student Life Information	Attendance	Grades or GPA

Can directory information be released to anyone who requests it?

NO- If the student has requested that directory information be withheld, no information can be released.

YES- If the student has NOT requested that directory information be withheld. (The Office of the Registrar is the official keeper and disseminator of student information, please refer your request for information to our office.)

How can a student request that their information be withheld?

Those students who do not desire the release of directory information should notify the Registrar in writing each semester before the Drop/Add deadline.

Student Status

Southeastern University assumes that all students are independent unless the parents document dependency (Family Education Rights and Privacy Act, 2004-2005 University Catalog, p. 51).

Authentication

Students may also give “blanket” written permission. Once signed, this permission remains in effect until the student changes it. This form allows Non-Directory information to be released. You may refer the caller to the Office of the Registrar for authentication and then we will transfer the call back to you. The caller must know: ID#, SSN (Last four digits), DOB, and one course the student is enrolled in during the current term.