

## **Privacy of Students' Records and Information**

### **The Student's Rights**

The Family Educational Rights and Privacy Act, better known as FERPA, affords students certain rights with respect to their education records, including:

- the right to inspect their education records;
- the right to request the amendment of their education records;
- the right to consent to disclosures of personally identifiable information contained in their education records; and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

### **Disclosure of a Student's Information**

According to FERPA, "personally identifiable information" in an education record may not be released without prior written consent from the student. Some examples of information that **MAY NOT BE RELEASED** without prior written consent of the student include:

- college ID number
- Social Security number
- birthdate
- grades/exam scores
- GPA
- current class schedule
- parent name and address
- race/ethnicity
- gender
- country of citizenship
- religious affiliation
- disciplinary status
- marital status
- test scores (e.g., SAT, GRE, etc.)

The college will not release personally identifiable information from a student's education record without the student's prior written consent. Even parents are not permitted access to their son or daughter's education records unless the student has provided written authorization.

One exception which permits disclosure of personally identifiable information without consent is disclosure to school officials with legitimate educational interests. Another exception is the disclosure to school officials of personally identifiable information in connection with a health or safety emergency.

A "school official" is a person employed by the College in an administrative position, academic or research position, support staff (including campus security and health services personnel), a person or company with whom the College has contracted (such as an attorney or auditor), a person serving on the board of trustees, or an individual serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review the education record in order to fulfill his or her professional responsibility.

While many, perhaps most, employees of Hanover College qualify as "school officials," not everyone will have a "legitimate educational interest" in knowing personally identifiable information. All who have access to or who

receive such information are obligated to follow FERPA guidelines. Supervisors must instruct student workers on FERPA obligations. Contact the Registrar's Office for guidance.

### **Directory Information**

Institutions may disclose information on a student without violating FERPA regulations through what is known as "directory information." Hanover College considers the following information as directory information:

- Name
- Class standing
- Enrollment status
- Campus e-mail address
- Campus mailbox address
- \*Campus residence and room number (\*for Hanover community members only – students, faculty, staff and administrators who can log in to the password protected online directory)
- Major field of study (also minors and programs)
- Dates of attendance (current and past)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hometown (city and state)
- High school

While everything on this list qualifies as directory information, not all of the information has to be given out upon each request. Again, discretion should be used.

Any questions concerning this policy should be directed to the Registrar's Office.