

# FERPA for Faculty

## Who falls under *FERPA*?

- ⇒ ANY currently enrolled student or anyone who has ever attended Elon in the past.
- ⇒ Applicants or prospective students are not guaranteed rights under FERPA.

*A FERPA Restriction will remain on a student's record, even after a student has graduated or left the University, until the Office of the Registrar is notified in writing by the student or former student to remove the Restriction.*



## What is *FERPA*?

- ⇒ The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) is a U. S. Federal law that governs the privacy of student education records, governs access to those records as well as disclosure of information from them. FERPA is sometimes referred to as the Buckley Amendment.
- ⇒ Because Elon receives funding from the US Department of Education, failure to comply with FERPA could result in the loss or suspension of federal funding (including student financial aid to the institution).

## Instructor Do's:

- ⇒ DO know that all students at Elon are covered, no matter their status (i.e. joint enrollment, non-degree, IDL, transient)
- ⇒ DO release a student's information to him or her when you can positively identify the student. Remember, telephone and non-Elon email are not reliable methods to make positive ID. Elon mail is allowed.
- ⇒ DO post grades on Moodle.
- ⇒ DO shred/destroy unneeded confidential documents (i.e. personal notes and emails about specific students). Placing records in the trash is a violation of FERPA
- ⇒ DO protect confidential information on computer screens and your desk.
- ⇒ DO hand graded work directly to each student.
- ⇒ DO make sure that grades are not visible when returning student work.
- ⇒ DO provide student information to school officials with a legitimate educational need to know. Refer requests to the Registrar's Office when you are uncertain of how to respond
- ⇒ DO pay attention to any confidential indicators (i.e. a FERPA restriction) on class rolls
- ⇒ DO understand that directory information can be shared with third parties without student consent as long as the student does not have a FERPA restriction.

## Instructor Don't's:

- ⇒ DON'T share directory information without a written release from students who have a FERPA restriction.
- ⇒ DON'T email students any confidential information, including grades, unless specifically requested through their Elon email. This information can be released directly to the student in person, on Moodle or through Elon campus mail. Posting confidential information to other websites, email addresses, blogs, etc. is not allowed.
- ⇒ DON'T release a student's class schedule to anyone. If there is an emergency, refer the person to Campus Security (336-278-5555).
- ⇒ DON'T share information about students with third parties, parents or others, unless the student is present and gives consent or the student has voluntarily provided a written request for you specifying what information you may share (e.g. letters of recommendation).
- ⇒ DON'T ask students in the class to hand back graded work to other students.
- ⇒ DON'T leave graded student work in a public space.
- ⇒ DON'T share or discuss education records with your colleagues or co-workers unless a legitimate educational need exists.



*Who to contact with questions:*

*Office of the Registrar*

**336-278-6677**

**registrar@elon.edu**

## What is “Directory Information”?

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Elon defines the following as Directory Information:

- Student’s name
- Address(es)
- Phone number(s)
- Email Address
- Class, major, and fields of study
- Dates of attendance
- Previous institutions attended
- Degree(s) conferred (including dates)
- Awards and honors received
- Participation in officially recognized activities and sports

**When in  
Doubt...Don't  
Give it Out!**