

Appendix J

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Frequently Asked Questions

What does FERPA require?

In general, FERPA states that:

- College students must be permitted to inspect their own education records upon request.
- School officials may not disclose education record information without the student's written permission unless one of the exceptions provided by FERPA applies.

What is an education record?

Education records are those records directly related to a student and maintained by the University, regardless of subject matter. Examples include:

- Academic records (such as transcripts, course schedules, or graded work, in either paper or electronic format);
- Medical records at Campus Health or in the possession of staff, including coaches and athletic trainers;
- Disciplinary records held by the Office of Student Conduct or in the possession of other University employees;
- Disability and accommodation records (such as those held by the Academic Support Program for Student-Athletes);
- Tutoring notes and schedules; and
- Financial aid or other financial assistance records (such as funds distributed by the Student Assistance Fund).

What is NOT an education record?

FERPA applies to records, not personal observations. Information about a student observed by a coach or staff member (such as behavior, playing performance, or appearance) would not be protected by FERPA, unless such information is recorded in a record (such as a medical record).

When can school officials disclose education record information about a student?

There are several FERPA exceptions that permit the disclosure of identifiable information about a student. For example, FERPA permits the disclosure of student information:

- With a student's written consent, such as a release allowing information to be shared with the NCAA. Students may also sign releases permitting information to be shared with parents, sports agents, or professional scouts;
- To teachers, officials, and employees of the University, University contractors, University students functioning in an official University capacity (Honor Court members, for example), and employees of General Administration, so long as these individuals have a legitimate educational interest in the information (meaning that it is necessary or desirable for the individual to obtain the information to carry out their official University duties, or it is in the educational interest of the student for such individuals to obtain the information);
- In response to subpoenas or court orders that are issued to the University. Unless confidentiality is required by law enforcement, students will be notified;
- In a health or safety emergency; and
- To anyone, if the information is "directory information." Directory information only includes a student's:
 - name;
 - local and grade/billing addresses;
 - e-mail address;

- local and grade/billing telephone numbers;
- date and place of birth;
- county, state and/or United States territory from which the student entered the University;
- major field of study;
- class;
- enrollment status (full-time, half-time, or part-time);
- PID;
- anticipated graduation date;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance at the University;
- degrees and awards received; and
- most recent previous educational agency or institution attended by the student.

What if a student's parent, friend, or spouse calls and asks for information about a student?

FERPA prohibits sharing certain information about a student with their parents, friends, or spouse unless the student has consented in writing to such sharing of information. Directory information and personal knowledge and impressions may be shared.

What if a member of the media or a professional scout asks for information about a student?

Only directory information and personal knowledge and impressions may be shared unless authorization is provided by each applicable student-athlete in accordance with the Policies and Procedures Regarding the Protection of Student-Athletes' Confidential Information.

What if a student asks for copies of records or documents pertaining to him or her?

A student has a legal right to inspect his or her education records and must receive this access within 45 days of submitting a request in writing.

**In certain circumstances, the terminology and meaning of certain words in this Appendix may be similar to, but not exactly the same as, the defined terms in the Policies and Procedures Regarding the Protection of Student-Athletes' Confidential Information.