

Family Educational Rights and Privacy Act (FERPA)

Policy Owner Registrar

Responsible Office(s) Registrar, Human Resources, Provost

Policy

Family Educational Rights & Privacy Act

1. What is the federal law regarding student records?

The “Family Educational Rights and Privacy Act” (also referred to as FERPA and the Buckley amendment) was passed by Congress in 1974.

FERPA and its regulations outline the following:

1.
 1. The right to inspect and review the student’s education records that the institution is keeping on the student.
 2. The right to seek amendment to those records and in certain cases to append a statement to the record.
 3. The right to limit disclosure of the student’s record.
 4. The right to file a complaint with the FERPA Office when an educational institution violates the Act or regulations.

2. What is an Educational record?

Almost any information directly related to a student and maintained by Converse College or by a person acting for the College, is considered a student educational record. Any record related directly to a student should be held in confidence.

Examples of educational records include: Transcripts/grades

- Student Schedules
- Names of students’ advisers Papers/tests
- Disciplinary records of students
- Personal information such as social security number, age, parent’s name

The storage media in which you find this information does not matter. Student educational records may be:

- A document in the Registrar’s Office A computer printout
- A class list on a desktop
- A computer display screen
- Notes taken during an advisement session

To avoid violations of FERPA rules, DO NOT:

- Use the Social Security number of a student in a public posting of grades or link the name of a student with that student’s social security number in any public manner;
- Leave confidential information unsecured in your office or work area (for example, on your desktop) when your office or work area is not secured;

- Leave graded tests in a stack for students to pick up by sorting through the papers of all students;
- Circulate a printed class list with student name and social security number or grades as an attendance roster;
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student or verifying that the student has granted access to the third party by contacting the Registrar's Office;
- Provide anyone outside the College with a list of students enrolled in classes;
- Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus.

If you have a question or are uncertain what action to take, contact the Office of the Registrar (864-596-9095, or registrar@converse.edu)

Version History

Sun, 08/13/2023 - 21:35