

Family Educational Rights and Privacy Act

FERPA—What is it?

FERPA is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them.

Why should you care?

- As a university official, you are required to comply with FERPA.
- Maintaining the confidentiality of educational records is the responsibility of all faculty, staff, and student employees with access to student-related data.
- Knowledge of FERPA to ensure that student educational information is maintained and released in compliance with FERPA guidelines.

Student Rights

1. The right to review and inspect their educational records
2. The right to seek to have their educational records corrected
3. The right to control disclosure of certain portions of their educational records

What are not educational records?

- Personal notes of UNC-CH faculty/ staff
- Medical and counseling records used solely for treatment
- University Police records
- Financial records of a parent or spouse
- Confidential letters and statements of recommendation, which the student has waived the right to inspect and review

Public information

Public (**directory**) information is information contained in an education record of a student that generally would **not** be considered harmful or an invasion of privacy if disclosed. Students have the right to withhold release of any piece of public information by placing a FERPA hold. In the absence of a FERPA hold, the following is considered public information:

- Name and addresses
- Telephone numbers and Email
- Date of birth
- Major field(s) of study
- Attendance status
- Dates of attendance
- Degrees and awards received

For more information about FERPA visit <http://registrar.unc.edu/training/FERPA>

- Most recently attended previous educational institution
- Participation in officially recognized activities
- Participation in athletics

Private information

Private (**non-directory**) information is information contained in an educational record of a student that generally would be considered harmful or an invasion of privacy if disclosed. Student information that is considered private must be protected at all times.

Examples of private information:

- Social Security Number
- Campus identification number
- Place of birth
- Ethnicity
- Residency status
- Advisor's name
- Academic actions
- Current class schedule and courses completed
- Grades and related information
- Disciplinary actions