

FERPA (FAQ's for Faculty)

CONTENTS

MAY I POST GRADES?	1
WHAT ARE ACCEPTABLE METHODS FOR RETURNING ASSIGNMENTS AND EXAMS?	1
UNDER FERPA, TO WHICH STUDENT RECORDS DO I HAVE ACCESS?	1
WHAT STUDENT INFORMATION MAY I RELEASE?	2
WHAT IS CONSIDERED DIRECTORY INFORMATION?	2
HOW DO I KNOW IF A STUDENT HAS RESTRICTED ACCESS TO HIS/HER DIRECTORY INFORMATION?	3
WHAT ARE THE LIMITS IN WORKING WITH PARENTS?	3
HOW SHOULD I HANDLE LETTERS OF RECOMMENDATION?	3
WHAT HAPPENS DURING CRISIS SITUATIONS AND EMERGENCIES?	4
COMMENTS/QUESTIONS	4

MAY I POST GRADES?

The public posting of grades by the student's name, student id (N Number), or social security number, without the student's written permission, is a violation of FERPA. If necessary, instructors can assign students unique numbers or codes that can be used to post grades, but the order of the posting must not be alphabetic. Students may access mid-term grades and final course grades on Blackboard and/or goNSU soon after they are posted by faculty.

WHAT ARE ACCEPTABLE METHODS FOR RETURNING ASSIGNMENTS AND EXAMS?

Leaving personally identifiable, graded papers (exams, homework, etc.) unattended for students to view is a form of publicly posting grades. If these papers contain personally identifiable information, then leaving them unattended for anyone to see is a violation of FERPA. If papers cannot be returned personally and individually during class, an alternative would be to leave the graded papers with an assistant who would ask students for proper identification prior to releasing them.

UNDER FERPA, TO WHICH STUDENT RECORDS DO I HAVE ACCESS?

Faculty members are normally considered "school officials." Under FERPA, school officials may obtain access to only those education records in which they have legitimate educational interests. "Legitimate educational interest" is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development. In other words, a faculty member should only access those student education records that are needed to perform his or her job as an official of the university. Any other access is a violation of FERPA.

FERPA (FAQ's for Faculty)

WHAT STUDENT INFORMATION MAY I RELEASE?

FERPA protects the privacy of education records. As a faculty member you have a responsibility to protect educational records in your possession. You may not disclose personally identifiable information about students or permit inspection of their records without written permission from the student, unless such action is covered by certain exceptions permitted by FERPA.

Information that is defined as “directory information” may be released without student consent unless the student has directed the university to withhold such information. If such a hold is in place (called a “confidentiality indicator”), then no information may be released about that student, including no verification whether or not the individual is a student at NSU. If a student has asked this information be withheld, a screen will appear in Banner when that student’s record is accessed. This screen indicates that information released is restricted at the request of the student. Banner self-service class rolls (class lists) and advisee lists also include designations for students who have a confidentiality indicator.

The Office of the Registrar handles most requests for directory information from entities outside of NSU.

University officials may request student record information through the Office of the Registrar.

Protection of student privacy is crucial, and the consequences of mishandling of student information are significant. When in doubt, do not release student information—consult your department head, college administrators, the Office of the Registrar, or Vice President for Student Affairs Office.

WHAT IS CONSIDERED DIRECTORY INFORMATION?

Directory information may be released without the written consent of the student, unless the student has filed a Request to Withhold Directory Information. If such a hold is in place (called a “confidentiality indicator”), then no information may be released about that student, including no verification whether or not the individual is a student at NSU. If a student has a confidentiality indicator, a special screen will appear on Banner when that student’s record is accessed. This screen indicates that information released is restricted at the request of the student. Banner self-service class rolls (class lists) and advisee lists also include designations for students who have confidentiality indicators.

An institution may not disclose or confirm directory information without the student’s written consent if the student’s social security number or other non-directory information is used alone or combined with other data elements to identify the student.

The following items are considered “directory information” at NSU. Directory information may be released without the written consent of the student, unless the student has filed a Request to Withhold Directory Information (such hold is called a “confidentiality indicator”). An institution may not disclose or confirm directory information without the student’s written consent if the student’s social security number or other non-directory information is used alone or combined with other data elements to identify the student.

FERPA (FAQ's for Faculty)

- Student's name, mailing address, and telephone number
- Date of birth
- Classification and enrollment status
- Major field of study
- Dates of attendance at Northeastern State University
- Most recent previous school attended
- Degrees, honors and awards received
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- E-mail address assigned/provided by the institution or provided to the university by the student
- Parents' names and addresses (city and state only)

HOW DO I KNOW IF A STUDENT HAS RESTRICTED ACCESS TO HIS/HER DIRECTORY INFORMATION?

If a student has a confidentiality indicator, a special screen will appear in Banner when that student's record is accessed. This screen indicates that information release is restricted at the request of the student. Banner self-service class rolls (class lists) and advisee lists also include designations for students who have confidentiality indicators. No information may be released about that student, including whether or not the individual is a student at NSU.

WHAT ARE THE LIMITS IN WORKING WITH PARENTS?

At the elementary and secondary school level, FERPA gives parents the right to access education records. When a student reaches 18 years of age or is attending an institution of post-secondary education, FERPA rights transfer from parent to student. Therefore, at the postsecondary level, parents have no inherent rights to access their son's or daughter's education records.

Information such as a student's enrollment in a course, class attendance, or progress/grades in a course is personally identifiable information that constitutes part of the student's education record that is protected under FERPA. Parents may not have access unless the student has provided written authorization.

Even if no specific information can be released about a student, faculty members may be able to assist parents by providing general information that does not violate FERPA. Course requirements, a copy of the course syllabus and other similar information may be helpful.

HOW SHOULD I HANDLE LETTERS OF RECOMMENDATION?

As a faculty member, you may be asked to write a letter of recommendation on behalf of a student. If the letter includes information that falls within FERPA's definition of educational records, such as grade point average or other non-directory indicators, the student's written consent to disclose this

FERPA (FAQ's for Faculty)

information would be necessary. Unless the student has waived the right of access to the letter, he or she would have the right to read it, because it is part of the student's educational record.

The written release from the student should: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom disclosure may be made. Statements in a recommendation that are based on the faculty member's personal observations about a student do not require a written release from the student.

WHAT HAPPENS DURING CRISIS SITUATIONS AND EMERGENCIES?

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals. Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency. If information is released in this type of situation, a record must be placed in the student's file describing the articulable and significant threat that formed the basis for the disclosure (the circumstances of the emergency).

COMMENTS/QUESTIONS

General questions may be directed to the Vice President for Student Affairs, 204 Administration Building, Tahlequah, OK 74464, 918.444.2120.