

## **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment), affords students certain rights with respect to their educational records. Specifically, it affords students the right to:

1. Inspect and review their academic records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with this law.

FERPA authorizes the release of “Directory Information” without the student’s prior written consent under certain conditions set forth in the Act.

## **What is Directory Information?**

Directory Information is information contained in an academic record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. **Directory Information may only be released to third parties if such action is clearly identified as within an employee’s official duties.** Any other release of use of directory information is a violation and is not permissible. Following guidelines provided by the FERPA Compliance Office, OLHCC defines the following as Directory Information:

- Name of student
- Local address and zip code
- Local telephone number
- E-mail address
- Major field of study
- Educational level (i.e. freshman, sophomore, etc.)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

## **To whom can Directory Information be released without student consent?**

- School employees who have a legitimate educational interest
- Other schools, upon request, in which a student is seeking or intending to enroll
- Accrediting organizations
- Organizations doing certain studies for or on behalf of the College
- Appropriate parties in connection with financial aid to a student to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
- Parents, when a student over 18 is still a dependent (see additional information under parental rights)
- Certain government officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes or state or federally supported education programs
- Individuals who have obtained a judicial order to subpoena
- School officials who have a need to know concerning disciplinary action taken against a student
- Appropriate parties who need to know in cases of health and safety emergencies, when necessary, to protect the health and safety of the students and/or others
- State or local authorities, within the juvenile justice system, pursuant to specific state law
- Alleged victim of a crime of violence, the results of a disciplinary proceeding with respect to that crime
- Parent or legal guardian of a student under the age of 21, information regarding any violation of university policy of state, federal or local law, governing the use or possession of alcohol or a controlled substance
- Those requesting Directory Information on a student, provided the student has not requested his or her information be withheld.