

# Family Educational Rights and Privacy Act (FERPA) Guidelines

North Carolina Central University maintains various student records to document academic progress as well as to record interactions with University staff and officials. To protect the student's rights to privacy, and to conform with federal law, the university has an established policy for handling students' records. Interpretation of this policy is based on experience with educational records, and the policy itself may subsequently be modified in light of this experience. Notice of this policy and of students' rights under federal law is given annually. The policy is published in the university catalog.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, designates certain information related to a student as "Directory Information." The FERPA gives the University the right to disclose such information to anyone inquiring without having to ask a student for permission, unless the student specifically requests in writing that **all** such information not be made public without written consent.

North Carolina Central University has designated the following as "Student Directory Information":

*Name, local address and telephone number, permanent address, email address, date and place of birth, photograph or likeness, college, curriculum, enrollment status, classification, date of attendance at North Carolina Central University, awards and academic honors, degrees and dates awarded, most recent previous educational institution attended, participation in officially recognized activities and sports, and height and weight of athletes.*

If students wish to withhold the disclosure of all "Student Directory Information" items, the form must be completed and submitted to the Registrar's Office. Within 24 hours from the submission of the form, the hold will restrict the release of all "Student Directory Information" in the North Carolina Central University Student Information System database. The form must be received in the Registrar's Office 15 calendar days from the beginning of the semester or your "Student Directory Information" will be published in the North Carolina Central University Campus Phone Book. Submitting the form after the 15<sup>th</sup> calendar day could result in your "Student Directory Information" being released to other university publications and databases.

If the form is submitted after you have left the university (i.e. graduated, transferred, dropped out,) the "Student Directory Information" hold will remain in effect until the Registrar's Office receives a **written request to release the hold**.

Consider carefully the consequences of any decision made by you to hold your "Student Directory Information," as any future requests for such information will be refused. North Carolina Central University will honor your request to hold "Student Directory Information" but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, North Carolina Central University assumes no liability for honoring your instructions that such information may be withheld.

Students' records are generally considered to be confidential. Confidential educational records and personally identifiable information from those records will not be released without the written consent of the student involved, except to other university personnel, or in connection with the student's application for financial aid; or by submitting proof of dependency; or in response to a judicial order or subpoena; or in a bona fide health or safety emergency; or, upon request, to other schools in which the student seeks or intends to enroll; or to the U.S. Comptroller General, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, state educational authorities, or state and local officials where required by state statute adopted before November 19, 1974.

*FERPA regulations also restrict North Carolina Central University from forwarding confidential information and/or documents received for admissions dispositions with other institutions. University personnel who have access to student educational records in the course of carrying out their university responsibilities shall not be permitted to release the record to persons outside the University, unless authorized in writing by the student or as required by a court order. Only the official responsible for the records has the authority to release them.*

A student who believes the university has not complied with federal law or regulations may send a written complaint to The Family Educational Rights and Privacy Act Office, Dept. of Education, 400 Maryland, SW, Washington, DC 20202.

For additional FERPA information, visit the website at [www.ed.gov](http://www.ed.gov).

