

Date Received: _____

Initials: _____

FERPA FOR FACULTY AND STAFF

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (**FERPA**), also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are recipients of federal funding.

Each semester the College for Creative Studies notifies students of their rights by publishing the information in the schedule book and catalog. These publications inform students that CCS considers the following items as "Directory" information and that CCS may disclose this information to others without the student's permission.

Name	Class Level
Address	Date of Birth
Telephone Number	Schools or Colleges attended
Email Address	Dates of Attendance
Major	Degree/Certificates Awarded

Although students are put on notice that this information may be released, as a general policy CCS does not disclose this information to callers or inquirers (including parents).

Students have the right to withhold **all** directory information by each semester completing the form printed in each schedule book. Students also have the right to authorize CCS to release information to others by each semester completing the Student Information Release Authorization, available in the Academic Advising and Registration Office.

The following is listed as general CCS FERPA guidelines/policies:

- Faculty and staff may disclose the following DIRECTORY information to inquirers:
This information may NOT be released if a student has submitted a signed form to withhold release of such information. Check with the Advising and Registration Office prior to releasing ANY information)
 - Dates of Attendance
 - Degrees and awards received (to include honors, Dean's list, etc., but not grade point average)
 - Previous educational agencies or institutions attended
- CCS personnel are NOT permitted to disclose (even to parents)
 - Grade point average,
 - Academic status (probation or suspension),
 - Any other personally identifiable information to ANY inquirer without the student's express, signed written consent.
- As a general policy, CCS does not disclose the following "Directory" information
 - Address
 - Telephone number
 - Student schedule

At the discretion of the College, additional "Directory" information may be released (inquire in the Advising and Registration Office).

Other information may be released only upon the student's express, signed written request/consent. Such written consent must:

1. Specify the records to be released
2. State the purpose of the disclosure

3. Identify the party or class of parties to whom disclosure may be made and provide an accurate address, if necessary and
4. Be signed and dated by the student. The written consent and student's signature may be in-person, faxed or, if emailed (only electronic signature). An email without a signature is not a valid written consent/request.

To fulfill the basic requirements for compliance with the Act, each educational institution must prevent improper disclosure of personally identifiable information from education records, provide opportunity for challenge of the contents of education records as required by FERPA and the regulations and maintain adequate records of requests and disclosures.

An institution is not required to disclose information from a student's education records to the parents of dependent students (as established by Internal Revenue Code of 1954, Section 152). It is the responsibility of an institution to ensure that information is not improperly disclosed to the parents of students. **PLEASE REFER PARENTAL REQUESTS FOR INFORMATION TO THE ADVISING AND REGISTRATION OFFICE.**

CCS may disclose educational records without the written consent of the student to the following:

- Authorized representatives of the following for audit, evaluation, or enforcement of federal and state supported programs:
 - Comptroller General of the United States
 - The Secretary of the United States Department of Education
 - U.S. Attorney General (Law enforcement purposes only; Patriot legislation)
 - State educational authorities
- Personnel within the institution determined by the institution to have a legitimate educational interest.
- Officials of other institutions in which the student seeks to enroll, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure.
- Persons or organizations providing to the student financial aid, or determining financial aid decisions.
- Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
- Accrediting organizations carrying out their accrediting functions.
- Parents of a student who have established that student's status as a dependent – IRS Code of 1986, Section 152.
- Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the institution first makes a reasonable attempt to notify the student.
- Persons in an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons.
- An alleged victim of any crime of violence that results in any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
- Veterans Administration officials in response to requests related to VA programs.
- Representatives of the U.S. Citizenship and Immigration Services (USCIS) for purposes of the coordinated interagency partnership regulating international students (SEVIS).
- Parents of a student under the age of 21 regarding a violation of any law or institutional policy or rule governing the use of alcohol or a controlled substance. This does not supersede any state law that prohibits disclosure of this information.
- The public regarding the final results of an institutional disciplinary proceeding as long as the student has been determined to be the alleged perpetrator of a crime of violence or non-forcible sex offense. The information in the "final results" is limited to the name of the student, violation committed, and any sanction imposed by the institution against the student.
 - The institution may not disclose the name of any other student, including victim or witness, without prior written consent of the other student.
- Persons requesting any item that the institution has identified as directory information as long as the student has not exercised their right of non-disclosure.

My signature affirms that I have read the above document and agree to comply with the Act. I have also made or been provided with a copy of this signed document. The penalty for noncompliance with Federal regulations can be withdrawal of Department of Education Funds from the institution.

Employee's Printed Name	Employee's Signature	Date
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