



***“Most Important Things to Remember About FERPA”***

10. FERPA is a federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records. It is intended that students’ rights be broadly defined and applied. Therefore, consider the student as the “owner” of his or her education record, and the institution as the “custodian” of that record. Primary rights afforded students are the right to inspect and review the educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.
9. If asked where one can read Utica’s policies on FERPA, the release of directory information, or how to restrict one’s directory information, direct them to the following references: Utica’s website, specifically listing our FERPA policies: [www.utica.edu/academic/registrar/](http://www.utica.edu/academic/registrar/), and the Academic Regulations section of the current Undergraduate and Graduate Catalogs.
8. Since grades can never be directory information, it is generally inappropriate to post grades in a public setting. However, if the instructor posts grades in such a manner that only the instructor and the individual student know the posted grade (e.g., with a personal ID; however not any portion of a SSN or institutional Student ID Number), that is acceptable. It is recommended that such a posted list not be in the same order as the class roster or in alphabetical order.
7. Directory Information is for ALL Undergraduate and Graduate Students, including distance learning students.
6. Utica College has designated the following items as directory information. (This is information that can be given out to any requestor, provided that a restriction has not been placed on the individual’s record.)

Student’s Name	Hometown	Participation in Officially	Major Field of Study
Local Address/Telephone Number	Degrees/Awards Received and Dates	Recognized Sports/Activities	Academic Levels
Permanent Address/Telephone Number	Dates of Attendance (Current and Past)	Weight/Height of members of	Residency Status
E-mail Address	Registration Status (Full or part time)	Athletic Teams	Photographs
Cell Phone Number	Date and Place of Birth	Most recently Attended Educational Institution	

5. If a student has restricted the release of directory information, this will be flagged in the Banner Student Information System. **Absolutely NO information can be released.** If a person is calling (even if the person claims to be the student in question) and there is a restriction on the student’s record you must say: “THERE IS NO INFORMATION AVAILABLE ON THAT PERSON.” In such cases, in order to obtain their own information, the student must come to the office of the registrar, and present a current photo ID.
4. **To avoid violations of FERPA rules, DO NOT:**
  - Post grades in a public setting. Grades can never be designated as directory information.
  - Link the name of a student with that student’s UC identification or social security number in any public manner.
  - Leave graded tests or papers in a stack for students to pick up by sorting through the papers of all students.
  - Circulate a printed class list with student names and UC identification or social security numbers or grades as an attendance roster.
  - Discuss the progress of any student with anyone other than the student (**including parents**) without the consent of the student.
  - Provide anyone with lists of students enrolled in your classes for any commercial purpose.
  - Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus.
3. As an employee of Utica College you have a responsibility to protect all educational records in your possession. These include any documents in the Registrar’s Office; computer printouts in your office, class lists on paper or on a computer desktop, computer display screens and notes taken during any kind of advising session with a student. Do not allow any students to view, read, or record another student’s identification number while in your workspace.
2. Employees at Utica College who are parents, spouses, partners, friends or relatives of any kind, of a Utica College student, do not have access to information on these students beyond directory information. If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Office of the Registrar.

**And the Number One Most Important Thing to Remember About FERPA is:**

**When in doubt, don’t give it out!** Call the Office of the Registrar at 792-3393 to review with staff the specifics of your individual question or scenario.