Tips for Faculty and Staff

DO

- Keep all confidential student records and files locked at all times in a secured location and accessible only to authorized personnel.

DO NOT

- Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- Discuss confidential information (grades, course progress, financial info, class schedule, etc.) with anyone (including parents or parties external to the University) other than those approved on the student's consent form on file (viewable on myGate). Approved persons requesting information MUST be able to answer the security question accurately.
- Access the records of any student for personal reasons or for the purpose of reviewing class schedules or grades of student employees in your offices.
- Post grades in public by students' names or M numbers.
- Circulate a printed class list with student name and grades as an attendance roster.
- Provide anyone with lists or files of students enrolled in your classes for commercial purposes.
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.
- Store confidential student information on any computer unless that information is secured.

Online FERPA Training

MSU offers FERPA training in an online tutorial format. This tutorial is a learning tool designed to equip faculty, staff and students with a better understanding of the *Family Educational Rights and Privacy Act of 1974*.

The tutorial is not an exhaustive study of the topic of FERPA, but it does address the essential elements of the law. It is not intended to be a substitute for seeking advice. Specific questions regarding FERPA should be answered by the Office of the Registrar.

Once you have finished the tutorial, you will be prompted to complete a quiz over the tutorial material. Completion of this quiz with a score of 100% will create a record that you have successfully completed FERPA training.

Faculty, staff, and student employees want access to student-related data on Banner or myGate are required to complete the tutorial and quiz.

This tutorial may be accessed at:
http://murraystate.edu/FERPA

Statement of Understanding

By signing below I acknowledge that I have read this brochure and understand that I must complete the online FERPA training if my position requires me to handle or view education records. I understand that my rights to records may be revoked by the Registrar if a breach of confidentiality violation occurs.

_____ __/___/____
Signature

_____
Printed Name

_____
Office/Department

Original, signed statement should be submitted to Human Resources and a copy of the signed brochure should be given to the employee. The Office of the Registrar maintains the right to request a copy of this signed statement at any time.

MURRAY STATE UNIVERSITY

Faculty/Staff/ Student Employee Guide to the Family Educational Rights and Privacy Act

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a U.S. Federal law that governs the privacy of student education records, access to those records as well as disclosure of information.

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What is FERPA?

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is designed to protect the privacy of students' education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the Legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Who does FERPA protect?

- Any student enrolled in college regardless of the student's age
- Any student who has not graduated from high school, but is enrolled in college regardless of where the course is taught
- Former college students

What rights do students have under FERPA?

- The right to inspect and review their education records within 45 days of their request
- The right to request an amendment to their education records
- The right to consent to disclosures of personally identifiable information contained in their education records
- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA.

When do FERPA rights begin?

Once a student is enrolled at MSU (first day of classes for the first semester), the student is protected under FERPA.

What is an education record?

An education record is any record that is directly related to a student and maintained by the university.

Education records include any records in whatever medium (handwritten, email, print, film, etc.) that is in the possession of ***any school official*** (faculty, staff, student employee). Records include transcripts or other records obtained from a school in which a student was previously enrolled, billing information and disciplinary records. Employment records of student workers are considered education records since their employment is dependent on being an enrolled student.

What is not included in an education record?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel
- Law enforcement or campus security records
- Health Service records
- Records of an institution that contain only information about an individual that is no longer a student at that institution, i.e., alumni records.

What is directory information?

Institutions may disclose the following information on a student without violating FERPA ***if*** the student has not restricted his or her information. When in doubt about disclosing information, contact the Office of the Registrar.

- Name
- Addresses
- Telephone listings
- Campus e-mail address
- Date and place of birth
- Field(s) of study
- Photograph
- Participation in officially recognized activities and sport
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status (including full-time, part-time, not enrolled)
- Degrees (pending and earned)
- Awards or honors received
- Most recent previous educational institution attended.

The Office of the Registrar is the only office authorized to verify enrollment and degree information.

Examples of non-directory (confidential) information:

- Class schedule
- Student work (exams, papers, reports, projects, etc.)
- Grades/Academic Standing
- Disciplinary files
- Financial information
- Academic progress
- Hours attempted/earned

Confidential information cannot be released or discussed with anyone who does not have the right to that information including the following:

- Parents
- Spouse
- Friends
- Family
- MSU employees without a legitimate educational interest