



**SOUTHERN UNIVERSITY at
SHREVEOPRT
Records and Registration
FERPA for Faculty and Staff**

The Family Educational Rights and Privacy Act of 1974 affords students certain rights with respect to their education records. Specifically, it affords students the right to:

1. Inspect and review their education 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.

Southern University at Shreveport (SUSLA) strives to comply fully with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from these records. FERPA authorizes the release of “Directory Information” without the student’s prior written consent under certain conditions set forth in the Act.

Who must comply with FERPA?

Any educational institution or educational agency that receives funds under any program administered by the U.S. Secretary of Education.

Who is covered?

Any individual who is taking or has taken a course at SUSLA — regardless of age. This includes:
Dual enrollment students · Transient students · Students auditing a course · Distance education students.

What is “Directory Information” (Public Information)?

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Following guidelines provided by the FERPA Compliance Office, SUSLA defines the following as Directory Information:

<ul style="list-style-type: none"> • Student's Name • Address(es) • Phone number(s) • Email address • Major • Fields of study • Degrees and awards received 	<ul style="list-style-type: none"> • Most recent educational institution attended • Participation in officially recognized activities and sports • Height/weight of athletic team members • Dates of attendance • Employment title and contact information
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Can students control disclosure of “Directory Information” (Public Information)?

Yes, students are notified of their right to control the disclosure of Directory Information in the *Annual FERPA Notification* and on the Registrar's Office web site. Students who wish to have access to their Directory Information restricted must notify the Registrar's Office in writing. Upon receipt of this notification, a Restriction will be placed on the student's record. A Restriction means that a student's name will not appear in the online campus directory and will not be included in any news releases (honor rolls, graduation, etc). Information will not be released to prospective employers, insurance companies, credit agencies, etc. If anyone requests information for a student or former student who has a Restriction, SUSLA will respond to the requestor with the following statement: “We do not have any information available on this individual.”

The Restriction remains in place (even after a student has graduated) until the student or former student submits a written and signed request to the Registrar's Office to have the Restriction removed.

What is an Education Record?

- Any record, with certain exceptions, maintained by an educational agency or institution or a party acting for the agency or institution that is directly related to a student or students.
- This record can contain a student's name, or students' names, or information from which an individual student or students can be personally (individually) identified.
- This includes all mediums: handwriting, print, tapes, disks, film, microfilm, microfiche, web, mainframe, etc.

What is not an Education Record?

- Law enforcement records;
- Grades on peer-graded papers before they are collected and recorded by an instructor;
- Doctor-patient privilege records;
- Alumni records

What is “Prior Consent for Release”?

Students must provide a signed and dated written consent before a school official may disclose education records (non-directory information). The consent must:

- Specify records that may be disclosed;
- State purpose of disclosure; and
- Identify party or class of parties to whom disclosure may be made.

Examples of items needing prior consent:

• Student I D Number	• Grades/Exam Scores
• Grade Point Average	• Social Security Number
• Parent Address/Phone	• Detail of Registration Information (i.e., courses, times)
• Race, Ethnicity, or Nationality	• Gender
• Total Credits	• Number of Credits Enrolled in a term
• Emergency Contact	• Transcripts
• Letters of recommendation which will contain information on grades and/or GPA (see below for further information)	

What are the exceptions to Prior Consent?

- Directory Information;
- To school officials with legitimate educational interests;
- To Federal, State, and local authorities conducting an audit, evaluation, or enforcement of education programs;
- To organizations conducting studies on behalf of SUSLA;
- To accrediting organizations;
- To comply with a judicial order or subpoena;
- In a health or safety emergency (see below);
- Disclosure to parent of student under 21 if the institution determines that the student has committed a violation of its drug and/or alcohol rules or policies;
- In connection with financial aid.

Health or Safety Emergencies

FERPA allows institutions to release information, without consent, in connection with a significant threat to the health or safety of a student or other individuals.

If a student needs to be located for emergency reasons, please contact University Police Department at 318-670-9349 or visit the University Police Department located in building “J”, between the Student Parking Lot and the Johnny Vance Student Activity Center on the East Side of Campus.

How does FERPA apply to faculty and staff?

The law requires faculty and staff to treat students’ education records in a legally specified manner.

- **Grades:** Students’ scores or grades should not be displayed publicly. Posting by name, SSN (all or partial) or ID number must not be used. If scores or grades are posted, use a code known only to the

respective instructor and the individual student. In no case should the list be posted in alphabetical sequence by student name. Grades, transcripts, Department of Assistive & Rehabilitative Services (DARS) reports should not be placed in plain view in open mailboxes located in public places.

Notification of grades via e-mail is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

- **Papers:** Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.
- **Class rosters/grade sheets:** These and other reports should be handled in a confidential manner and the information contained on them should not be redisclosed to third parties.
- **Parents:** Parents and significant others do not have a right to information contained in a student's education record.
- **Employers:** Employers do not have a right to educational information pertaining to a student.
- **Student Information System:** Access to the student information system is not tantamount to authorization to view the data. Faculty are deemed to be "school officials" and can access data in the system. SUSLA staff may obtain access if they have a legitimate educational need to know to fulfill their professional responsibilities.
- *Neither curiosity nor personal interest is a legitimate educational "need to know."*
- **Letters of recommendation:** Statements based on your personal observation or knowledge do not require signed consent from the student. However, you must have signed written consent from the student to include information about a student's grades, grade point averages or class rank.
- Please don't assume that it's OK with the student to include his or her grade or GPA and don't include this information based on a verbal request. It is vital that you have this permission in writing with the signature of the student.
- **Students' schedules:** Do not provide anyone with a student's schedule; do not assist anyone in finding a student on campus. Please refer all inquiries to University Police Department at 318-670-9349 or direct the party to the University Police Department located in building "J", between the Student Parking Lot and the Johnny Vance Student Activity Center on the East Side of Campus.
- If someone indicates it's necessary to contact a student due to a family emergency, refer them to the University Police Department at 318-670-9349 or direct the party to the University Police Department located in building "J", between the Student Parking Lot and the Johnny Vance Student Activity Center on the East Side of Campus.