From the Faculty Handbook, 2008-2009

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

Under the terms of FERPA, the College has established the following items as Directory Information, which may be released to those requesting it, unless the student specifically requests otherwise by submitting written notification to the Office of the Registrar:

- name
- local address
- home address
- local telephone number
- home telephone number
- cell phone number
- campus e-mail address
- identification photograph
- date and place of birth
- major field of study
- enrollment status
- dates of attendance
- degrees and awards received (including honor rolls)
- participation in officially recognized activities and sports
- most recent previous educational agency or institution attended

No other information may be released without written consent of the student. Public posting of grades, even by student id number, is a violation of FERPA. Written permission of the student is required to include any non-directory academic information, such as grades or GPA, in a letter of recommendation.

For additional information, see the catalog or contact the Office of the Registrar.

Approved by the President’s Council Fall 1998
Revised December 2004, July 2006