

# Student Education Privacy Rights (FERPA)

## **What is FERPA?**

FERPA (Family Educational Rights and Privacy Act) is a federal law designed to protect the privacy of educational records. It grants four specific rights to students enrolled in a college or university:

- *The right to review information - student educational records - maintained by the institution.*
- *The right to seek amendment to those records, and in certain cases, append a statement to the record.*
- *The right to consent to disclosure of one's records.*
- *The right to file a complaint with the Family Policy Compliance Office in Washington, D.C.*

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. (Most financial aid is administered by the Secretary of Education.)

## **What are student educational records?**

Student educational records include most information Augsburg University maintains on a student for use in the educational process, including, but not limited to, the following:

- *Personal information (name, etc.)*
- *Enrollment records*
- *Exams or papers*
- *Grades*
- *Financial Aid*

## **What information is public?**

Public/Directory Information at Augsburg University is limited to the following:

- *Name (legal and preferred first, legal last)*
- *Address*
- *Telephone number*
- *Email address*
- *Date and place of birth*
- *Major and minor fields of study*
- *Class (freshman, sophomore, etc.)*
- *Enrollment status (full/part/half time, not enrolled)*
- *Participation in officially recognized activities and sports*
- *Degrees, honors and awards received (including dates)*
- *Height and weight of members of athletic teams*
- *Dates of attendance*
- *Previous agencies or institutions attended*

Any information not appearing on the above list is considered private student information and cannot be accessed by a third party without the student's permission.

## **How to keep public information private?**

Students can choose to suppress (limit public disclosure of) public information. This must be done through the Information Release link in AugNet Services/Records and Registration.

## **What FERPA rights do parents and other third parties have?**

FERPA rights belong to the student. Students who wish to authorize Augsburg University to talk with any other individual on their behalf must complete the online Information Release in AugNet Services/Records and Registration.

Students can authorize access to any of the following:

- *Financial Aid/Finances (ex: awards, status, charges, credits)*
- *Grades/GPA (not automatically sent - provided verbally when requested)*
- *Academic (ex: enrollment information, academic progress, advising)*

## **Who else has access?**

Faculty and staff have access to student information only for legitimate use in the completion of their responsibilities as a College employee. Need-to-know is the basic principle.

## **Questions?**

Contact the Registrar's Office at registrar@augsborg.edu or 612-330-1036.