

# FERPA DEFINITIONS

<b>Annual Notification</b>	<p>FERPA requires universities to provide annual notification of their institutional policy regarding the privacy of education records. Universities must include in this notification that students have the right:</p> <ul style="list-style-type: none"> <li>• To inspect and review their academic records</li> <li>• To seek amendment to their academic records</li> <li>• To consent to disclosure of personally identifiable information contained in their student records (unless an exception outlined in the law applies)</li> <li>• To file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated</li> </ul> <p>In addition, the university must include the procedures for inspection of records, the procedure for amending records, the criteria for defining a school official, and determining what constitutes a legitimate educational interest. Each year UNF notifies students of its FERPA policy in the online catalog, student handbook, and by email.</p>
<b>Attendance</b>	At AU, students are considered to be “in attendance” or “attending” AU when they first register for classes.
<b>Confidentiality</b>	The practice of controlling the use and disclosure of personal/academic record information so that only authorized faculty/staff or persons specifically authorized by the student have access to such information.
<b>Dependent Student</b>	Generally refers to a student who receives more than half of his/her support from taxpayer.
<b>Directory Information</b>	<p>Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of education records, directory information is not treated as confidential and may be disclosed by the university without student consent unless the student requests non-disclosure. At AU, the following has been designated as directory information:</p> <ul style="list-style-type: none"> <li>• Student's Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email</li> <li>• Photograph</li> <li>• Program of Study</li> <li>• Dates of Attendance</li> <li>• Enrollment Status (e.g. undergraduate or graduate; full-time or part-time)</li> <li>• Most recent educational agency or institution attended</li> <li>• Grade Level</li> <li>• Honors and Awards</li> <li>• Expected graduation date</li> <li>• Degree Awarded</li> <li>• Date/place of birth</li> <li>• Participation in officially recognized activities and sports</li> <li>• Weight/height of members of athletic teams</li> </ul>
<b>Disclosure</b>	To permit access to, release of, transfer of, or to communicate personally identifiable information contained in academic records to any party by any means, including oral, written or electronic.
<b>Education Records</b>	Any academic information related to a student that is maintained by an institution, not including sole possession, law enforcement, employment or medical records, or records created after a student has left the university.
<b>Family Policy Compliance Office</b>	<p>If a student believes the University has failed to comply with the requirements of FERPA, a complaint should be submitted to this office.</p> <p>Family Policy Compliance Office          US. Department of Education          400 Maryland Avenue, SW          Washington, DC 20202-8520</p>
<b>FERPA</b>	Family Educational Rights and Privacy Act of 1974. A federal law designed to protect the privacy of student records and to allow students access to their education records. This law is also known as the Buckley Amendment.
<b>Legitimate Educational Interest</b>	Legitimate educational interest means a University official has a need-to-know specific information in a student's record. Legitimate interest refers to any authorized interest or activity undertaken in the name of the University; access to an education record must be necessary or appropriate to the operation of the University or to the proper performance of the educational mission of the University.
<b>Non-Disclosure/Confidentiality</b>	Information that generally cannot be released without the student's consent.
<b>Parent</b>	A natural parent, a guardian or an individual acting as a parent in the absence of a parent or a guardian.
<b>Personally Identifiable Information</b>	Any information, directory and non-directory, easily traced to the student. This may include the student's name, name of parents or family members, address, social security or AU student number, a list of personal characteristics, or any other information that clearly distinguishes the student's identity.
<b>School Official</b>	An agent of the university or university system in an administrative, supervisory, academic, research or support staff position; members of university committees, boards and/or councils; and persons under contract to the university to perform a special task, such as an attorney or auditor.
<b>Sole Possession Records</b>	Records kept in sole possession of the maker are used only as a personal memory aid and are not accessible or revealed to any other person. These are not considered education/academic records.