

FERPA

Made Easy

FERPA Family Education Rights and Privacy Act

From the student side...

- May have access to all record information, all assessment and grade information.
- May request how a grade is determined.
- May request a grade change he/she believes is inaccurate.
 - RRCC has a formal grade change policy
 - First step is to discuss with instructor
 - Cannot challenge a consistently applied grading policy
- May file a formal complaint.

From the college side...

- May NOT disclose any information relating to a student's record other than to the student without his/her consent. This includes information about grades, attendance, and contact information.
- May NOT pass around a sheet of paper asking students to put their phone number on the paper.
- May have students fill out individual cards with contact information that can be collected.
- May list all grades of an assignment for students to see the distribution. May NOT publicly tell which student received which grade.
- May NOT disclose student information on a voice mail message.
- May NOT disclose information to a family member or to anyone else—employer, etc. without written permission from the student.
- Be cautious about what you put in an email to the student.
- May discuss information with a student about him/herself over the telephone.