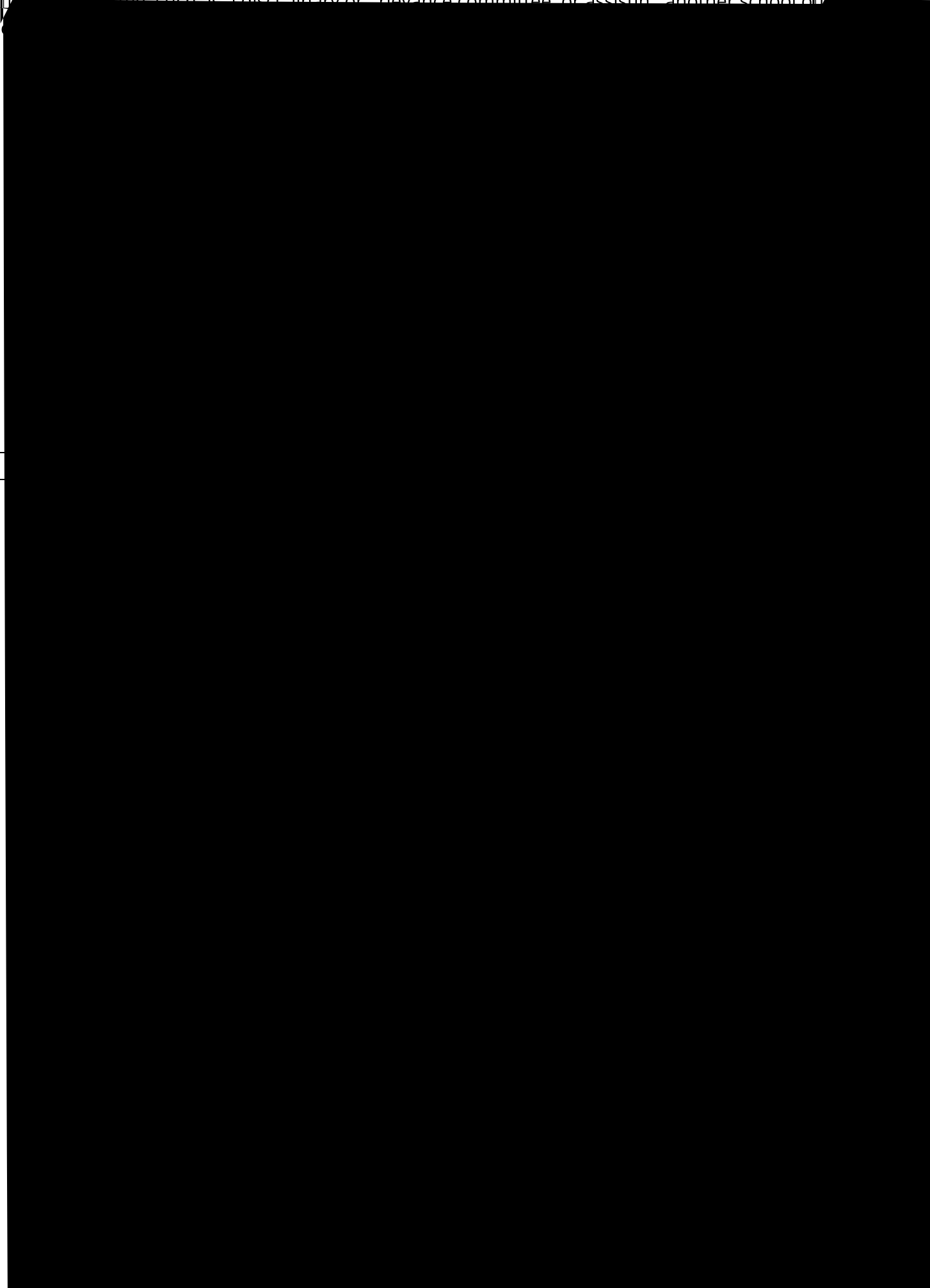




## What is FERPA?

*The Family Educational Rights and Privacy*

auditor, or collection agent; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in



- Address (home, local, e-mail)
- Telephone listings
- Weight and height of members of athletic teams
- Photograph/Video for University and other publications
- Degrees, honors, and awards received
- Date of birth
- Major field of study
- Dates of attendance
- Current Enrollment Status
- The most recent educational agency or institution attended
- Class level
- Anticipated graduation date

If you do not want Dominican to disclose directory information from your education records, please check the  box.

- Nombre del alumno.
- Participación en actividades y deportes oficialmente reconocidos.
- Dirección (particular, local, correo electrónico).
- Listados telefónicos.
- Peso y estatura de los miembros de los equipos deportivos.
- Fotografías y vídeos para la universidad y otras publicaciones
- Títulos, honores y premios recibidos.
- Fecha de nacimiento.
- Campo principal de estudio.
- Fechas de asistencia.
- Estado actual de la matrícula.
- La última institución o agencia educativa a la que ha asistido.
- Nivel de clase.
- Fecha prevista de graduación.

Si no desea que la Dominican University divulgue información de directorio de sus registros educativos sin previo consentimiento por escrito, debe ponerse en contacto con la oficina de registro tan pronto como sea posible para discutir esta opción. Por favor, considere muy cuidadosamente las consecuencias de la decisión de retener información de directorio. Tales solicitudes son vinculantes para toda la información a todas las personas no institucionales u organizaciones que no sean para fines educativos para la duración de su inscripción en la Dominican University. Esto incluye la omisión de su nombre de cualquier lista de nombres de estudiantes publicada por la Dominican University, incluyendo la lista del decano y el boletín de graduación.

La Dominican University honrará su petición de retener la información de directorio pero no puede asumir la responsabilidad de ponerse en contacto con usted para obtener permiso posterior para divulgar su información. Independientemente del efecto sobre usted, la Dominican University no asume ninguna responsabilidad como resultado de cumplir con sus instrucciones de que dicha información sea retenida.

## Introduction

Educational records are kept by University of Florida to facilitate the educational development of students. Faculty and staff members may also keep informal records.

A federal law, the Family Educational Rights



- Dates of attendance
- Current Enrollment Status
- The most recent educational agency or institution attended
- Class Standing

A student must formally request the University Registrar to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request must be renewed annually. If a student does not have the

1. D refer

2. D keep  
responsible  
use are not  
person.

3. D keep  
records.  
personnel  
person, e

4. D check  
to provide  
member  
FERPA ri

5. D N  
personal  
no case s

6. D N  
accessibl  
students

7. D N  
the a r

8. D N  
average s  
"legitima

9. D N  
average s

---

# FERPA Tutorial

- a class list on your deskto
- video or audio ta e
- notes you have taken durin an advisin session
- com uter media ( rinted e-mails, e. .

Also see separate document Dominican University Notice for Directory Information.

## What are the basic rules?

Student educational records are considered confidential and may not be released without the written consent of the student. As a faculty or staff member you have a responsibility to protect educational records in your possession.

Some information is considered public (called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this information confidential as well and it will be flagged as such in the student's record if the option is elected. Dominican University identifies the following as directory information: student's name, participation in of



information for that student.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance at ext. 6774.

**You have completed the informational section of the tutorial. Please refer to the FERPA Quiz to test your knowledge about FERPA.**

# FERPA Quiz

Question 1 of 9:

Y

By law, students may view records but institutions may withhold official copies of documents when money is owed to the institution. Therefore, if a student has a hold they most likely have an outstanding balance with the University and are being prompted to make arrangements for payment by being directed to a business associate to resolve the matter. Holds may also be applied for reasons other than finances, and are effective only when the student goes through appropriate channels to get access to the record. (FERPA allows us to withhold access for up to 45 days.).

## Question of 9:

You receive a phone call from the local police department indicating that they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of a investigation, are you allowed to give them this information?

-----

**No**

The police should first be directed to the Dean of Students Office.

**Information about whether or not a student was enrolled in a particular semester is directory information and can be obtained through the Office of the Registrar. If the police require more information, a subpoena may be required. Additionally, FERPA requires notification be sent to the student, unless it is specifically stated on the subpoena that the student must not be notified.**

## Question 5 of 9:

If a student's parent calls asking how a student is doing in a class, can you give out that information?

-----

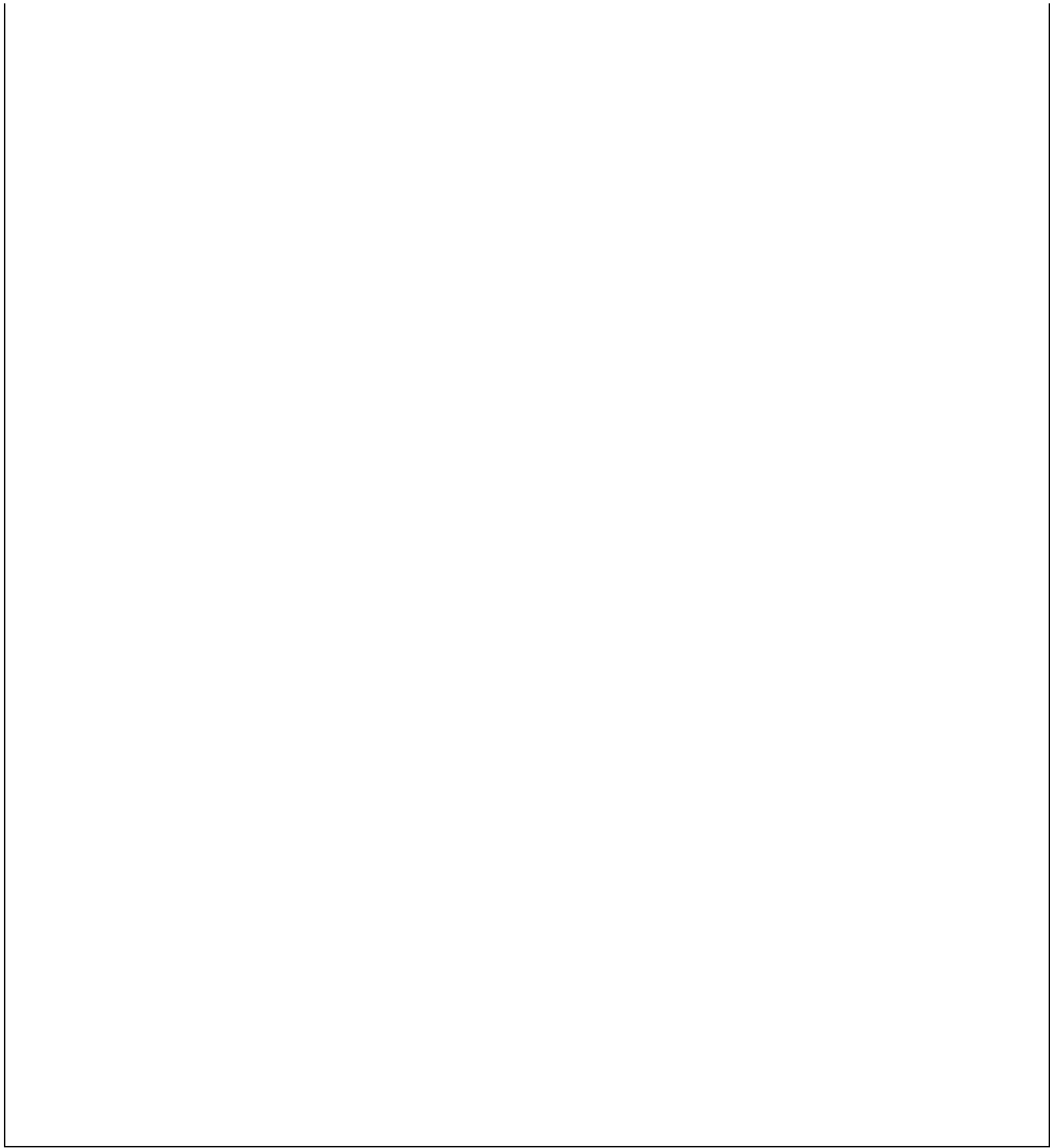
**No**

Even though the person inquiring may be the student's parent, FERPA recognizes students in higher education as adults, regardless of age. Therefore, you cannot give out that grade, or any other non-directory information unless the student has granted access to his parents which can be confirmed by contacting the Registrar and Student Financial Services office. Be particularly careful if the student has graduated or is no longer at the College. You can ask the student to grant you permission to talk to a parent if appropriate.

**The law states colleges may, but are not required to give parents information even if the student is a dependent. Most students allow this, but some have requested that access be restricted. Therefore, it is important to confirm that this is allowable.**

## Question 6 of 9:

A faculty member requests a copy o



## SOCIAL MEDIA

[in](https://www.linkedin.com/school/16887/) [\(//www.linkedin.com/school/16887/\)](https://www.linkedin.com/school/16887/) [🐦](https://twitter.com/DominicanU) [\(//twitter.com/DominicanU\)](https://twitter.com/DominicanU) [f](https://www.facebook.com/DominicanU) [\(//www.facebook.com/DominicanU\)](https://www.facebook.com/DominicanU)  
@

## DOMINICAN UNIVERSITY

7900 West Division Street

River Forest, IL 60055

T: (708) 662-9000

F: (708) 521-5990

## INFORMATION

[Academic Calendar \(//www.dominican.edu/office/academic-calendar.inz\)](https://www.dominican.edu/office/academic-calendar.inz)

[Bookstore \(http://www.kskt.com/dominicanstore/home\)](http://www.kskt.com/dominicanstore/home)

[Campus Report n Option \(http://www.dominican.edu/campus-report-n-option\)](http://www.dominican.edu/campus-report-n-option)

[Contact Us \(http://www.dominican.edu/about-dominican/contact-us\)](http://www.dominican.edu/about-dominican/contact-us)

[Directions & Campus Map \(http://www.dominican.edu/about-dominican/directions-and-campus-map\)](http://www.dominican.edu/about-dominican/directions-and-campus-map)

[Employment \(http://www.dominican.edu/office/hr/jobs-dominican\)](http://www.dominican.edu/office/hr/jobs-dominican)

[Faculty \(http://www.dominican.edu/faculty\)](http://www.dominican.edu/faculty)

[Library \(http://search.dominican.edu/\)](http://search.dominican.edu/)

[University Bulletin \(http://bulletin.dominican.edu/\)](http://bulletin.dominican.edu/)

## LEGAL

[Clery Act \(http://my.dominican.edu/office/academic-calendar\)](http://my.dominican.edu/office/academic-calendar)

[Department /Office \(http://www.dominican.edu/office/academic-calendar\)](http://www.dominican.edu/office/academic-calendar)

[Consumer Information \(http://www.dominican.edu/about-dominican/consumer-information\)](http://www.dominican.edu/about-dominican/consumer-information)

[IBHE Complaint \(http://www.dominican.edu/office/academic-calendar\)](http://www.dominican.edu/office/academic-calendar)

[Title IX \(http://www.dominican.edu/office/academic-calendar\)](http://www.dominican.edu/office/academic-calendar)