

## Family Educational Rights and Privacy Act (FERPA)

Release of student record information (known as education records) is protected by the Family Educational Rights and Privacy Act (FERPA). Education records are categorized as either directory or non-directory.

1. The access to student information (both in the computer and on paper) is permitted only when specific duties or assignments require it. In other words, when there is the “need to know.”
2. Directory information may be released without the student's written permission as required to support College objectives. Directory information at Messiah College includes a student's name, home address, campus address, home telephone number, high school attended, campus telephone number, campus e-mail address, photograph (available on the College's internal, secure, on-line system), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams.

There are instances in which individual students may not want any information about them disclosed. These students may request that no information, including directory information, be released without their permission. In that event, **all** directory information is withheld from disclosure.

3. Non-directory information consists of education record information this is not classified as directory (i.e. grades, GPA, student's class schedule, etc.) Disclosure of this information to any unauthorized person is strictly forbidden by FERPA and could subject the discloser to criminal and civil penalties. Furthermore, such disclosure also violates the College's policy and could constitute just cause for disciplinary action including termination of employment, regardless of whether criminal or civil penalties are imposed.

In addition, student and/or parent financial information (including income tax returns, addresses, telephone numbers, bank and credit card account numbers, income and credit histories, and social security numbers) is confidential and is not to be disclosed.

***Employees (to include interns or volunteers) should be sure to:***

- **Contact the Office of Human Resources & Compliance if you have any question on the policy.**

***Student Employees should be sure to:***

- **Review FERPA section of the Student Handbook, Policies & Regulations section.**
- **Contact the Office of the Registrar if you have any question on the policy.**