

Sweet Briar College
TOP TEN LIST
“Most Important Things to Remember about FERPA”

10. The purpose of the Family Education Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have records amended, and the right to have some control over the disclosure of information from these records.
9. If asked where one can find Sweet Briar’s policies on FERPA, the release of directory information, or how to restrict one’s directory information, direct them to the following references: my.sbc.edu, where there is a link for FERPA or the current College Catalog where the policy is detailed under the General Policies section.
8. Because student identification/social security numbers listed in alphabetical order to the student’s last name can easily be traced to student identity by referencing the alpha name list, nothing should be posted in this manner. It is SBC’s policy that final grades are to be distributed only by the Registrar’s Office, but no other grades or academic information should be posted by student name or student identification/social security number.
7. Directory Information is for ALL students including employees, auditing students, and high school students.
6. Sweet Briar College has designated the following items as directory information. This is the only information that can be given out upon request, provided that a restriction has not been placed on the individual’s record.

Student’s name	Major/minor field(s) of study
Addresses (permanent, campus, local, email)	Degree(s) sought and expected completion date
Associated phone numbers	Degree(s) conferred and date
Date and place of birth	Awards and honors received
Dates of attendance (current and past)	Participation in officially recognized activities/sports
Full or Part-time enrollment status	Photograph and video images
Classification or academic level	Previous institutions attended

5. If a student has completed a Sweet Briar College Student Information Release form restricting the release of directory information, this will be flagged in the student information system as “Confidential.” Absolutely NO information can be released unless the student appears in person with a valid photo ID. If you receive a phone inquiry about a student who has a restriction on their record, you must say: “THERE IS NO INFORMATION AVAILABLE ON THAT PERSON.”
4. **SPECIAL “DON’TS” FOR FACULTY**
To avoid violations of FERPA rules, DO NOT:
 - At any time use students’ identification/social security number in a public posting.
 - Link the name of a student with that student’s identification/social security number in any public manner.
 - Leave graded tests or papers in a stack for students to pick up by sorting through the papers of all students to find their own.
 - Circulate a printed class list with student names and student identification/social security numbers or grades as an attendance roster.
 - Discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student.
 - Provide anyone with lists of students enrolled in your classes for any commercial purpose.
 - Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus.
 - Disclose specific academic information (GPA, etc.) about a student in a letter of recommendation. Your recommendation should be based only on your experience with that student in a class or other academic setting.
3. As an employee of Sweet Briar College, you have a responsibility to protect all education records in your possession. These include any documents in the Registrar’s Office, information sent to you by the Registrar’s Office, computer printouts in your office, class lists on paper or on a computer desktop, computer display screens, and notes taken during any kind of advising session with a student. Do not allow any students to view, read, or record another student’s academic information or identification/social security number while in your workspace.
2. Employees of Sweet Briar College who are parents, spouses, partners, friends or relatives of any kind, of a SBC student should be especially cognizant of their responsibilities under FERPA. If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Deborah Powell, Registrar.

And the #1 Most Important Thing to Remember about FERPA is:

1. When in doubt, don’t give it out! Call Debbie Powell, Registrar, 381-6179 or e-mail dpowell@sbcc.edu to review with her the specifics of your individual question or situation.