

HOW CAN A STUDENT GIVE ACCESS TO INFORMATION?

Students can authorize others to access their educational information, such as a parent or guardian. This is done using the Buckley Form. Through the secure OneStop tools page, a student can click on BUCKLEY FORM and list those persons that may have access to their student information. The authorization is valid for only one calendar year.

Faculty and Staff have access to this information through their departmental administrators or advising centers.

DIRECTORY INFORMATION AT ECU

ECU routinely makes available in an annually updated printed directory and in an online directory certain information about its students. In compliance with FERPA, ECU will continue this policy of releasing directory information without the prior written consent of the student.

Directory information at ECU consists of the following:

- Student name
- Address (including e-mail address)
- Telephone Listing
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Dates of Attendance
- Weight & Height of Athletic Team Members
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended

If any student does not wish this directory information released without prior consent, the student must contact the Office of the Registrar.

PARENTAL ACCESS TO INFORMATION

In the absence of prior written consent of the student, a parent may obtain information by submitting his or her most recent tax statement indicating that the student in question is a dependent of the parent. In no case, except with written consent of the student, may a parent amend any information on a student's record, including but not limited to change of address, change of name, or course registration.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

GUIDELINES FOR FACULTY, STAFF, STUDENTS, AND PARENTS

Office of the Registrar
East Carolina University
Whichard Building
Phone: (252) 328-6524
Fax: (252) 328-4232
REGIS@ecu.edu
www.ecu.edu/registrar

WHAT IS FERPA?

“A FEDERAL LAW DESIGNED TO PROTECT THE PRIVACY OF EDUCATION RECORDS, TO ESTABLISH THE RIGHT OF STUDENTS TO INSPECT AND REVIEW THEIR EDUCATION RECORDS, AND TO PROVIDE GUIDELINES FOR THE CORRECTION OF INACCURATE AND MISLEADING DATA THROUGH INFORMAL AND FORMAL HEARINGS.”

Introduced in 1974 by Senator James Buckley of New York, the Family Educational Rights and Privacy Act began as a section of the General Education Provisions Act called the Protections of the Rights and Privacy of Students and Parents. The Act is also referred to as the Buckley Amendment.

WHO ENFORCES FERPA?



The Family Educational Rights and Privacy Act is enforced by:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

TO WHOM DOES FERPA APPLY?

FERPA applies to all educational institutions that receive federal funds. Federal Funds can include grants and financial aid.

If an institution is found to have violated FERPA, or not to be in compliance with FERPA, those federal funds may be revoked.



WHAT DOES FERPA GUARANTEE STUDENTS?

FERPA guarantees to students:

- the right to inspect and review their educational records
- the right to seek to amend their educational records
- the right to limit the disclosure of their educational records.

WHAT ARE EDUCATIONAL RECORDS?

An education record can be defined as:

- Any information provided by a student to the university for use in the educational process
- Any record from which a student can be personally identified.

Educational records may include any records in the possession of an employee that are shared with or accessible to another individual. An education record may be:

- A document
- A computer printout
- A class list on a desktop
- A computer display screen
- A handwritten note

Educational records do not include:

- Sole possession records or private notes
- Law enforcement or campus security records solely for law enforcement purposes
- Records relating to employees of the institution (unless employment is contingent upon school attendance)
- Records relating to treatment by a physician
- Records obtained after a person is no longer a student (i.e. alumni records)