

## Family Educational Rights and Privacy Act (FERPA)

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent
- The release of information which has been designated by the University as Directory information (except for those students who have requested to have this information withheld).

Detailed information regarding student rights as set forth in FERPA is available in the Student Affairs Handbook. If you have questions, please contact the Office of Registration and Records for clarification.

The following information has been designated as Directory Information by Bowling Green State University. This information may be released by a third party unless the student has requested that his/her Directory Information be withheld. Bowling Green State University does not release lists of student names or other information to off-campus agencies except as required by law.

- ◆ Student's name, local address, local telephone number, and email address
- ◆ Student's home address and home telephone number
- ◆ Parent's or legal guardian's name, address and telephone number
- ◆ Student's date and place of birth
- ◆ Major field of study
- ◆ Class standing
- ◆ Participation in officially recognized sports and activities
- ◆ Weight and height of members of athletic teams
- ◆ Dates of attendance at BGSU
- ◆ Degrees and awards received
- ◆ Most recent previous educational institution attended by the student
- ◆ Photographs of student

### Some "Can" and "Can't" Information

Grades cannot be posted publicly by name or student ID number. This includes individual exam grades and semester grades. For example, you can not hang lists of grades on your office door if student or others can figure out who earned what grade – by the size of the class, the order of listing, or any other way they could figure it out. You can assign unique ID's to your students in advance and inform them that grades will be listed by this ID as long as the ID's are kept confidential.

Grade or class schedule information cannot be shared with a third party. For example, you can not tell another person what a student's class schedule is or what grade the student earned in your class. You can, however, share information with others on campus who have a legitimate educational reason to know; for example, you can tell the student's academic advisor how the student is performing in your class.