General FERPA (Family Educational Rights and Privacy Act) Guidelines

Summary:
A student may request all of their information be withheld. In these cases, a window shade will be visible on most CSS pages but most prominently on the Student Center page in the upper right-hand corner. Screen shot examples on page 2 and example of the Directory Flag in Navigate on page 2 bottom. If the window shade is posted, do not release anything – you should only say: “I have no information to release”. Don’t even acknowledge the student attends BGSU.

For students who have not requested information be withheld:
BGSU may release any of the following information:
- 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 and enrollment status (full-time or part-time)
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance at BGSU
- Degrees and awards
- Most recent previous educational institution attended by the student
- Photographs of student

Never give out:
Information that is not Directory Release information (never give it out to a third party, even if there is no restriction on releasing directory information):
- Grades
- GPA
- SS#
- BGSU ID#
- Student class schedule
- Expected graduation date

All information in Navigate, CSS, student files, face to face communication, phone or email, is considered part of the students’ education records and protected by FERPA. Disclosing
information to anyone without an education need to know, or disclosing information without the written consent of the individual student is a violation of FERPA.

**Helpful hints when talking with a concerned and curious parent or family member:**

1. Speak in generalities
   - A student earning a grade of WF means a student stopped attending class. You can also refer them to the online undergraduate catalog for grade information: https://www.bgsu.edu/catalog/academic-policies.html
   - My attendance policy is clearly stated in my syllabus.
   - Students need to earn 70% of the total class points to earn the grade of “C” in my class.

2. Let the family member know that their student can complete an Arts and Sciences FERPA Release form for a single conversation.

3. Encourage them to talk with their student for the information.

4. Document the conversation in Navigate and department files!


**Examples of Directory Flag**

CSS Student Center

![Student Center](image)

**Navigate Home Page of Student at the bottom of the page**

![Category](image)

*FERPA: Academic Standing: Good Standing, Admit Term: Spring Semester 2012, Admit Type: International, Campus: Main Campus, SCIENC-MIN

If you view either of these symbols then your response should be “Due to FERPA, I have no information to release to you at this time.”