

FERPA – FAQs for Students

UNIVERSITY OF SOUTH CAROLINA
BEAUFORT



What is FERPA?

The Family Education Rights and Privacy Act (FERPA), passed by Congress in 1974, requires educational institutions to provide students access to their educational records, to allow students to correct inaccurate or misleading information in these records, and to limit the release of information to third parties.

What is Public/Directory Information?

Directory information are considered public and may be released upon request, without the consent of the student. Directory information includes:

- Student Name
- Permanent Mailing Addresses
- USCB Email Address
- Major & Minor field of study
- Classification
- Date of Admission
- Dates of Attendance
- Current or previous enrollment status (full-time or part-time)
- Whether or not currently enrolled
- Anticipated date of graduation & expected degree(s)
- Degrees, honors, and awards received (including scholarships and fellowships)
- Participation in official recognized activities & sports
- Weight & height of athletic team members

What is Private Information?

Private information/data cannot be released to the public and some limitations within the University. At USCB, private information includes:

- Grades
- USCB Student ID Number
- Social Security Number
- Telephone Numbers
- Class Schedule
- Residency
- Class Rank
- Age
- Date of Birth
- Place of Birth

Could my education records be released without my consent?

USCB may only release Public/Directory information associated with your education records. USCB will not release Private Information without your consent.

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When does FERPA protection start for me?

For students at USCB, FERPA protection begins on the 1st day of classes for your first semester of enrollment.

What are my rights?

Students have the right to:

- Inspect and review their education record.
- Request an amendment to their education records.
- Limit disclosure of Private Information contained in their education records.
- File a complaint with the U.S Department of Education concerning alleged failures by USCB to comply with FERPA requirement.

Can I give permission to certain individuals to have access to my Private Information?

Yes, students are allowed to grant permission to certain individuals to allow access to their education records. Students may complete the Release of Student Information form found here:

<https://www.uscb.edu/registrar/forms/index.html>.

Can I revoke permission that I have previously given to an individual?

Yes, students may revoke previously submitted permissions to allow certain individuals access to their education records. Students may complete the Release of Student Information found here:

<https://www.uscb.edu/registrar/forms/index.html>.

Can I restrict my Public/Directory Information from being released?

Yes, students may restrict disclosure of Directory Information. To do so, the student may complete the Student Privacy Request Form found here:

<https://www.uscb.edu/registrar/forms/index.html>.

What is an Education Record?

Education Records are records that are directly related to a student and that are maintained by USCB or a party acting for or on behalf of USCB. These records include but are not limited to grades, transcripts, class lists, student course schedule, and discipline records. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, and email.

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How do I report a FERPA violation?

Students may complete a FERPA Complaint Form and mail it to the following address:

*U.S Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520*

Where can I find out more information?

Students may find more information regarding FERPA from the U.S Department of Education's website found here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

What if someone has Power of Attorney for me?

Education records may be disclosed to a third party who has a properly executed power of attorney for a student. The power of attorney must specifically authorize access to academic records or be a general power of attorney that covers all documents.