



LOYOLA COLLEGE IN MARYLAND

—1852—

To: All Faculty Members

From: David C. Haddad, Vice President for Academic Affairs

Re: Reminder of College Policies and Procedures on Student Privacy and Media Relations

Date: September 28, 2006

I am writing you to remind you of The College's policies and practices in dealing with student privacy and media inquires.

Loyola College is committed to maintaining student confidentiality, both as a matter of professional ethics and as specified in the "Buckley Amendment" in the Federal Educational Rights and Privacy Act (FERPA). "Loyola College has a commitment to protect the confidentiality of student records. The College makes every effort to release information only to those individuals who have established a legitimate educational need for the information. Documents submitted to the College by the student or other authorized person or agency for the purpose of admission to the College become the property of Loyola College and cannot be released (originals or copies) to another party by request" (Undergraduate Catalogue 2006-2007, p. 70; Graduate Catalogue, p. 18). Additional details regarding FERPA requirements on what information can and cannot be released can be found in the Undergraduate Catalogue (pp. 70-71) and Graduate Catalogue (pp. 18-19).

The Rank and Tenure Policy Statement (RTPS) notes, with due respect for faculty members as "citizens, members of a learned profession, and officers of an educational institution," that faculty members are not "institutional spokespersons" (RTPS 3.1.c.). Members of the Public Relations Office serve as institutional spokespersons to the news media on matters pertaining to institutional policy, decision-making and news, and contact with the media is coordinated through that office. Because news media representatives will identify any person affiliated with the institution as an institutional spokesperson in their reportage, calls or other contacts from news media representatives that pertain to institutional matters should always be referred to Public Relations. The Public Relations Office will provide advice on managing interaction with such representatives of the media.

When the news media seek a faculty member's contribution as a member of a learned profession, the faculty member should inform Public Relations, which may provide advice and publicize the faculty member's contribution, as appropriate. Faculty members "should at all times be accurate, exercise good judgment, show respect for the opinions of others, and make every effort to indicate they are not institutional spokespersons" (RTPS 3.1.c.).

Thank you in advance for your attention to these policies and best practices.

# **FERPA FOR FACULTY**

**Prepared by Rita Steiner and Pat Dalrymple  
September 28, 2006**

## **What is FERPA?**

- FERPA is a Federal law.
- FERPA stands for Family Educational Rights and Privacy Act and is also known as the Buckley Amendment in honor of its sponsor Senator James Buckley.
- FERPA was originally enacted in 1974 and significantly amended in 1992 and 1994.
- FERPA protects the privacy of student educational records.
- FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Department of Education.
- FERPA applies to ALL students, including international students, who attend these educational agencies or institutions. This includes students enrolled in correspondence and distance learning programs. Enrolled is defined as registered presently or in the past, but FERPA does not apply to deceased students.

## **Important Don'ts for Faculty**

- At any time use the social security number, institutional identification number, or any portion of these numbers in a public posting of grades.
- Link the name of a student with that student's social security number or institutional identification number in any public manner.
- Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students.
- Circulate a printed class list with student name and social security number or institutional identification number or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents/guardians) without student consent, unless there is a legitimate educational interest (see exceptions, reverse side).
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than appropriate College employees in finding a student on campus.
- Provide anyone outside the College with any student information.

## Loyola's Directory Information

Information which may be released by the appropriate office without the written consent of the student includes:

- Name
- Photo
- e-mail address
- Home, dorm, local address, mail stop
- Home, dorm, local phone number; voice mailbox
- Class year
- Enrollment status
- Participation in officially recognized activities and sports; weight and height of members of athletic teams

Every student has the right to file a written request with the College (Records Office) to restrict the listing of directory information in the printed and electronic address directory. If a student does not want Loyola College to disclose directory information, the student must notify the College annually, in writing, within the first week of classes: Records Office, 4501 N. Charles Street, Baltimore, MD 21210-2699.

## General Information and Exceptions

- Several criteria in determining if an individual has a legitimate educational interest may include if information is necessary in order to:
  - perform certain tasks relating to education or discipline
  - provide a service or benefit to the student or student's family
- Letters of recommendation usually require written permission from the student if you are disclosing confidential information to a third party. Personal observations and directory information do not require consent.
- Parents of dependent children might be permitted to access student records after a determination of dependency has been made by the appropriate office.
- Always refer the party requesting information to the office responsible for maintaining the information.
- **When in doubt, don't give it out!**

## Helpful Web Sites and References

- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- <http://www.edcc.edu/ferpa/basics.php>
- <http://www.tamu.edu/admissions/records/ferpa/>
- Gorn, Susan, The FERPA Answer Book for Higher Education Professionals, LRP publications, 1998