



CONNECTICUT COLLEGE

OFFICE OF THE REGISTRAR

FERPA for Faculty and Staff

In compliance with the Federal Rights and Privacy Act of 1974 (FERPA), any non-directory information including student academic and course schedule information is to remain confidential at all times and MAY NOT be released for any reason to anyone, including parent(s) and/or guardian(s). If a student has chosen to restrict his or her directory information, NO information about the student including confirmation of enrollment at the College may be released for any reason whatsoever. **If you are unsure about whether you can release information regarding a student, or have questions concerning FERPA, please contact the Registrar's Office.**

Directory Information

Faculty and staff may disclose directory information to third parties, including parents, provided the student has not chosen to restrict his or her directory information. Please note that FERPA does not require release of this information and discretion is encouraged.

List of directory information at Connecticut College:

- Name
- Dates of attendance and class year
- Enrollment status (on campus, study away, or on leave)
- Local address and telephone number (NOT room number)
- Permanent address and telephone number
- Cellphone number
- Date and place of birth
- Major field of study
- Participation in college-sponsored co-curricular activities and athletics
- Height and weight of members of athletics teams
- Degrees and awards received
- Most recent previous educational institution attended
- Student Photo ID images
- Email address

Non- Directory Information

Non-directory information is confidential and may NOT be released to a third party (parents included) without the student's written consent. If the student wants to allow you to disclose this information to a third party, the student may complete a FERPA release form through the Registrar's Office.

Examples of non-directory or confidential information:

- Student/College ID Number (or Camel Number)
- User Name
- Grades
- GPA
- Details of registration information (courses the student is enrolled in, when/where a class meets, credits)
- Social Security Number
- Race, ethnicity, citizenship
- Gender

Non-disclosure

Students may opt to restrict their directory information (also known as non-disclosure) through the Registrar's Office. For these students, NO information may be released, not even confirmation of enrollment. You may respond, "I have no information to provide." Questions can be directed to the Registrar's Office. Students who have requested non-disclosure are indicated in Faculty Self Service pages with "Confidential", Banner student module pages push a warning message, and the student will not be found in the internal campus directory.

Questions and Answers

How do I know if a student has restricted his or her directory information? Students who have requested non-disclosure are indicated on lists in Faculty Self Service pages with "Confidential" by the student's name, Banner student module pages push a warning message, and the student will not be found in the internal campus directory.

Do I have to release directory information? No; FERPA regulations allow release of directory information but they do not require it.

What information may I disclose to parents? Without a FERPA release, parents may have only directory information like any other third party. If the student has requested non-disclosure, then NO information may be released.

What information may I disclose to faculty and/or staff? Student information, including non-directory information, may be disclosed to Connecticut College staff and faculty members who have a legitimate educational interest in the information. A faculty member may access educational records without a student's consent if specific job duties, such as the duties of an academic adviser, require access to those records.

What information may I disclose to student groups? Student groups do not have legitimate educational interest and as a result may not have non-directory information without each student's written consent.

Do I have to keep a record of the release of information? A record of each request for information and each disclosure must be kept, UNLESS the disclosure was made to the student, a Connecticut College staff or faculty member who has a legitimate educational interest, or a third party with written consent from the student.

What information may I have access to? Access to student information may be given to Connecticut College staff or faculty members who require the information to perform their legitimate educational duties. Faculty members do not have access to student academic records unless their normal job duties specifically require access.

How do I dispose of confidential information? All material contained non-directory or confidential information (tests, papers, class lists) should be shredded.

What about letters of recommendation? Written consent from a student will be required if the letter requires you to disclose confidential, non-directory information to a third party. Personal observations may be disclosed without consent.

Questions? Please contact the Office of the Registrar.