

## **Family Education Rights and Privacy Act of 1974 (FERPA)**

is a federal law designed to protect the privacy of education records. College students must be permitted to inspect their own education records, request amendments of the records that the student believes are inaccurate, and the right to control disclosures of their records. School officials may not disclose personally identifiable information about students, nor permit inspection of their records without written permission unless such action is covered by certain exceptions.

One of those exceptions permitted by FERPA is the release of directory information to parties outside the institution. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy. The university considers the following to be directory information:

- Name
- Local and home address
- CWU email address
- Telephone number
- Class ranking (FR, SO, JR, SR, PB, Grad)
- Majors, degrees, and certificates awarded
- Honors, awards, activities and affiliations

Students may withhold directory information by going into MyCWU user preferences and editing their FERPA/directory restrictions. A confidentiality flag will indicate for CWU not to release any information, thus, any future requests for such information from non-institutional persons or organizations will be refused.

In most instances all other student educational record information may not be released without written consent of the student, other than to school officials with a need to know. This includes but is not limited to:

- Grades
- Ethnicity
- Academic progress
- Social Security Numbers
- Student ID number
- Student Classes