

*Contact information for
further assistance:*

Mark Britton, Registrar

419-289-5027

Center for Academic Support

7th Floor Library

Megan Sherar, Director

419-289-5943

Leeann Barson 419-207-4997

Kristina Cunningham 419-289-5627

Kristine Herrick 419-289-5945

Kelly Kossick 419-289-5679

Samantha Phillips 419-289-5783

Denisia Stoops 419-207-2779

***When the health and safety of
the student or others may be***

***involved.... Unfortunately tragic events
at several other colleges may have been pre-
vented if staff and faculty felt safe sharing
concerns about a student's comments, ac-
tions, or wellbeing. If you are concerned
that a student might harm himself or oth-
ers, please do not hesitate to share that in-
formation with Safety Services at 419-
207-5555 or security@ashland.edu. It is
NOT a violation of FERPA to share
these concerns with Safety Services. Please
do so.***

Ashland University

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Ashland University

FERPA FOR FACULTY

***A Quick Reference Guide to the
Federal Educational Rights and
Privacy Act of 1974***



What exactly is FERPA anyway?

The Federal Educational Rights and Privacy Act of 1974 is a law assuring student privacy of his or her academic records and providing a set of guidelines to release student information.

The Act gives the Student the right to:

Inspect his or her records within 45 days of request, request an amendment and/or correction to records, and the right to consent to disclosures of their record.

If the student feels that any of his or her rights have been violated, they can file a complaint with the US Department of Education. This complaint, if founded, can result in penalties up to and including loss of federal funds.

Who is considered a student under this Act?

All students enrolled are protected by the Act; including post secondary students.

What is considered a Student Record?

Any document that can personally identify a student and is maintained by the university is considered a student record. That includes departmental records, certification records, data records, billing, financial aid etc. The exception to this would be sole possession notes used and kept by each faculty member and not shared with others, law enforcement records, student employment records, health records and alumni records.

What can AU release about a student?

Under the Act an institution can define “directory information” and release that information without a student’s consent. Directory information is considered to be information such as name, home address, major, etc. and for athletes height and weight would be considered directory information. More directory information is on the Registrar area website. Directory information is normally released by the college as a set of data or through publication.

A student may opt out of directory information release by filing a form with the Registrar.

Within AU, student information is on a need to know basis. School officials and administrators who have a legitimate educational interest may view student information and files. Authorized federal and state employees, financial aid officers, etc. are also among those who have the ability to view student records.

As a faculty member, you have access to the grades you have assigned a student. You do not, however, have a legitimate educational interest in student grades beyond your course; unless you are the student’s advisor, in which case you would have a legitimate educational interest in order to advise the student.

Professional advisors, chairs and deans may have access and legitimate educational interest in student records as needed. For instance, the dean of education may have no legitimate education interest in records for a theater student. That said, professional advisors for each college do have access to all student records in order to advise within the college and across programs.

What does any of this mean to you?

As a faculty member, you should know the basics of FERPA in order to react appropriately when you are asked about a student.

Within AU, you may be approached by someone trying to advise the student about withdrawal or progress. If you question a legitimate educational interest on that person’s part, please contact the Registrar and I will assist you in determining the release of information. Keep in mind that just because a parent or spouse works at AU does not necessarily give him or her the right to contact you or talk about the student.

A student can file a release of information form with the Registrar. If a student has said that it is ok to speak with mom, dad, grandparent, wife, etc. that information would be filed with the Registrar and is available to the professional advisors as well. If you are approached for information, please contact the professional advisor within the college or the Registrar for assistance.

If you are uncomfortable speaking with a third party about a student, refer the person inquiring to the professional advisor within the college.

Always err on the side of caution when releasing student information to anyone. Remember that a violation of FERPA could result in loss of federal funding.