



FERPA and Student Records Information Privacy at DePaul

FERPA: Student Rights

- DePaul students have the right to review their records.
- DePaul students have the right to request their records to be amended.
- DePaul students have the right to control disclosure of information from their records. Some exceptions apply.

Access DePaul's FERPA policy online at:
<http://sr.depaul.edu>

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 provides students with certain rights in regards to their student records. FERPA governs the release of education records maintained by DePaul and access to these records. Although this law applies to all levels of education, these rights transfer to students when they reach age 18 or attend postsecondary education. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is required to comply with the rules outlined under FERPA.

As DePaul moves toward an environment with less paper, it is important to note that the same principles of confidentiality apply to all media, including but not limited to paper records, electronic data, email, video or audio files.



What Does FERPA Require for DePaul to be in Compliance?

- To notify students of their rights on an annual basis.
- To allow students to inspect and review their educational records.
- To allow for the opportunity to request an amendment to errors in their records.
- To allow students to decide the level of disclosure of personally identifiable information.
- To ensure third parties do not disclose personally identifiable information about its students.

Questions concerning student records privacy, should be directed to DePaul Central at dpcl@depaul.edu.

(over, please)

To Whom and Under What Conditions May DePaul Disclose Personally Identifiable Information?

- the student when properly identified
- anyone if the University has obtained prior written consent of the Student
- critical parties requesting directory information not considered harmful under FERPA unless the student has specified otherwise.
- government entities such as U.S. Comptroller General, U.S. Secretary of Education, U.S. Attorney General and state/local educational authorities under certain circumstances
- school officials who have a legitimate educational interest
- anyone if critical in a health or safety emergency
- agents acting on behalf of the institution
- schools at which the student seeks to enroll
- anyone providing financial aid to the student under certain conditions (“financial aid” does not include any payments made by parents or other individuals)
- researchers for legitimate educational research studies
- organizations for accrediting purposes
- an alleged victim of a crime of Violence may receive the results of a disciplinary hearing regarding the alleged perpetrator
- anyone who requests the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense
- parents/legal guardians when their children (under 21) are found to have violated the alcohol or drug policy of the institution
- the US Citizenship and Immigration Services (USCIS) for the purposes of the Coordinated Interagency Partnership Regulating International Students
- military recruiters who request “Student Recruiting Information” unless student has specified
- Department of Veterans Affairs for students receiving educational benefits
- the Internal Revenue Service (IRS) for purpose of complying with The Taxpayer Relief Act of 1997

Directory Information at DePaul

At DePaul, "Directory Information" for purposes of FERPA includes, but is not limited to, information such as the student's name, addresses, email addresses, telephone number, date of birth, major, year of school,

dates of attendance at the University, full or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and previous educational institution(s) attended.

Related Amendments/Acts:

- Solomon
- Foley
- Tax Payer's Relief Act
- Warner
- Cleary

Preventing Disclosure

Any student wishing to prevent disclosure of directory information must do so online in the student portal.
<https://campusconnect.depaul.edu>

Students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the student initiated preference) cannot be covered under this law.

For additional FERPA compliance information, visit the Family Compliance Office of the US Department of Education at:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Updated Summer 2008