

# FERPA

## What faculty and staff members need to know

### It's Your Responsibility

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student "educational records."

"Educational records" are defined, with a few exceptions, as records containing information directly related to a student that are maintained by a school or its agent (including electronic records). In higher education, FERPA prohibits schools from disclosing

## ALLOWED

Under the terms of FERPA, Willamette University defines the following as Directory Information and may release it unless the student specifically requests otherwise by submitting written notification in person to the Office of the University Registrar:

- Name
- Address (local, permanent, and email),
- Telephone number (local and permanent),
- College/School of enrollment,
- Major field of study,
- Current enrollment status (including dates of attendance, full-/part-time enrollment, withdrawn),
- Anticipated degree date,
- Previous institutions attended,
- Degrees conferred by Willamette University (including date),
- Photographs,
- Honors and awards received (e.g. College Honors),
- Participation in officially recognized sports and activities and
- Weight and height of members of athletic teams.

All other information may not be released without written consent of the student. Grades, Student ID Numbers, Ethnic Backgrounds, and Student Schedules may not be released to anyone without the student's written consent and NEVER over the phone. Please note that students may restrict Directory Information [-19.2 (ne)-6.6 (w)-18.7 (u67Tc 0.015 Twd [(