



California State
University

C H A N N E L
I S L A N D S

FERPA and Confidentiality of Student Records

Who has access to confidential student records?

Faculty:

A faculty assigned to a class section has access to student information in their Class Roster, located in the Faculty Center in CI Records. They can view their Class Lists that display student information such as program and degree objective, academic level, student ID, add date, and email addresses. At the end of the semester, faculty will enter Final Grades for their classes via the Grade Roster, located in the Faculty Center.

University administration and departmental staff:

Staff have access to students' confidential academic records via PeopleSoft, Hersey, the CARR, and CI Learn. They may also access course information, class lists, and enrollment figures. Users with appropriate security clearance may also have update capability in PeopleSoft to enter holds and the ability to override codes.

As a faculty or staff member with access to confidential student records, you have a legal responsibility to protect the privacy those records. These records are strictly confidential and protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). In order to access a student's education record, you must have a legitimate educational interest. A legitimate educational interest exists if the faculty or staff member needs to view the education record to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational "need to know."

What is FERPA? (<http://www.csuci.edu/admissions/ferpa.htm>)

The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment), affords students four basic rights with respect to their education records. Specifically, it affords students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record;
and
4. File a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with this law.

California State University Channel Islands strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from these records. FERPA also authorizes the release of designated "Directory Information" without the student's prior written consent under certain conditions set forth in the Act.

What is “Directory Information”?

Directory Information is information contained within an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information may only be released to third parties if such action is clearly identified as within an employee’s official duties.

Following guidelines provided by the University Registrar FERPA Compliance Officer, CI defines the following as Directory Information:

- Student’s name
- Address (local and permanent)
- Student photo
- University email address
- Telephone number (local & permanent)
- Dates of attendance
- Enrollment status
- Major and minor field (s) of studies
- Previous schools attended
- Degrees and awards received
- Degrees earned with dates

Emergency Situations

In the case of an emergency situation requiring access to the student, inquiries may be directed to either the University Registrar Office (437-8500) or the Campus Police (437-8444).

CI Student Numbers vs Social Security Numbers

All CI students are identified by a CI Student Number (9 digits). All class rosters will only include the CI Student Number as the primary identifier. Use of Social Security Numbers, or any portion, thereof, to identify students is prohibited.

How does FERPA apply to faculty, TAs, and staff?

If you are an employee at CI with access to student education records, you are obligated to comply with FERPA and to protect those records according to the law.

Grades:

Students’ scores or grades should not be displayed publicly. Even with names obscured, CI Student Numbers are considered personally identifiable information and must not be used. If scores or grades are posted, use of a code known only to the faculty member and the individual student is allowable.

Partial Student Numbers CANNOT be used without the student’s written permission. In no case should the list be posted in alphabetical sequence by student name. Grades or other academic information distributed for purposes of advisement should not be placed in plain view in open mailboxes located in public places.

Again, you may NOT use CI Numbers, or portions thereof, for posting grades without the student’s written permission. The U.S. Department of Education, Family Policy Compliance Office, which oversees FERPA, advised educational institutions that they must not use any portion of the Social Security Number, student ID numbers, or names to post grades. Nothing in FERPA would preclude a school from assigning individual numbers to students for the purpose of posting grades as long as those numbers are

known only to the student and the school officials who assigned them. If seeking written permission to post grades by partial CI Student Number, students who decline to have their grades posted must be provided with a reasonable means for receiving his/her grade. To obtain the consent of the student, you may consider asking the question as part of an examination or assignment.

Papers:

Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

Addresses, email addresses and phone numbers:

Students' addresses, email addresses, and phone numbers are provided on faculty class lists. This information may not be shared with third parties and may only be used for legitimate educational purposes within the scope of official duties. Student email address information is not to be shared with others, including students who may be receiving the same email message. Emails must contain only the individual recipient's address.

Class lists/grade sheets:

These and other reports should be handled in a confidential manner and the information contained on them should not be disclosed to third parties. Copies of class lists containing CI Student Numbers should not be routed in the classroom for attendance taking or any other purpose.

Parents:

Parents, spouses, and other relations do not have a right to information contained in a student's education record.

Employers:

Employers do not have a right to educational information pertaining to a student. The only thing that may be disclosed is whether or not a student has earned their degree.

Access:

Access to the student information system is not tantamount to authorization to view the data. Faculty members are deemed to be "school officials" and can access data in CI Records and CI Learn only if they have a legitimate educational interest. CI staff members may obtain access in PeopleSoft if it is part of their necessary job duties and they have a legitimate educational "need to know".

Letters of recommendation:

Do not include information about students' grades or grade point averages in letters of recommendation without the written permission of the student.

Students' schedules:

Do not provide anyone with a student's schedule; do not assist anyone other than a university employee in finding a student on campus. Refer such inquiries to the Campus Police (437-8444).

Lists of students:

Do not provide anyone with lists of students enrolled in your classes for any commercial purpose. Requests of this nature should be referred to the University Registrar Office.

When in doubt don't release, and contact the University Registrar, (437-8500).