

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, they become an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records. – Retrieved from the [U.S. Department of Education Website](#).

FERPA Guidelines for Faculty

- Do not share student academic information with anyone other than the actual student (including the student's parents).
- Do not share student academic information with other faculty or staff unless there is a legitimate educational interest to do so.
- Do not publicly display student grades with names or other personal identifiers.
- Do not leave students graded papers or exams in publicly accessible places.
- Do not provide anyone with student schedules or assist anyone other than NCC employees in locating a student on campus.
- Do not share student email addresses. When sending one message to a group, use the BCC (blind carbon copy) option so all addresses will not be visible.
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