

For all Faculty and Staff:

HOW TO AVOID FERPA VIOLATIONS

FERPA mandates that you protect any student information generated and/or used in performing your NWIC work responsibilities from third-party disclosure. (See p. 3 for FERPA rules.) The following guidelines will help you toward that goal:

- * Do not release information about students to other persons except those that meet the criteria of acceptable usage identified in FERPA rules.
- * Do not release information that is not considered "directory" as identified in FERPA rules.
- * Do not release information that could easily be traceable to an individual student.
- * Do not give your computer account passwords to others and do not store written passwords in your desk.
- * Turn your computer monitor away from the view of others who may enter your office or workstation when looking at a student's academic record.
- * Do not leave your computer unattended when logged in unless you've locked it.
- * Do not release any information about a grade over the phone.
- * Notification of grades or discussions with students about grades or other non-directory student information to third parties via e-mail, text messaging, instant messaging or other electronic means of communications is not allowed. There is no guarantee of confidentiality in transmitting information electronically through the Internet. An unauthorized release of grades to someone who is not a school official NWIC would be in violation of FERPA. Do not transfer records electronically unless you are sure that the method is properly secured. Questions about security can be addressed to Information Technology.
- * Carefully destroy all printed confidential documents such as transcripts provided for advisement when no longer needed (shredding is strongly recommended). Confidential shredding bins are available on campus.
- * Do not leave printed documents in view of others who may enter your office or workstation during working hours as well as after you leave for the day or week.
- * Do not provide anyone with student schedules or assist anyone other than university employees in finding a student on campus. Enrollment Services office is the authorized contact point for locating students.

* Do not give anyone access to your computer. If you have been issued a laptop, special care must be taken to guard this equipment if there is any student or college information contained on the hard drive that can be considered confidential.

* FERPA permits the disclosure of non-directory information when “necessary to protect the health or safety of the student or other individuals.” Contact Enrollment Services office for determination of necessity and path forward.

Special considerations for faculty:

* Do not release information, specifically grades, to parents or spouses of students in your class unless the student has authorized you to do so in writing.

* Do not leave graded tests in a stack for students to sort through. A possible solution would be to leave the graded papers, exams, quizzes etc. with a department secretary who would ask for proper identification.

* When emailing to all the students in class it is best to copy them into the “BCC” field. This will ensure that no student is able to view the e-mail address of any other student. This is particularly valuable if you were to send an e-mail to just those who failed your last exam, as an example, offering extra help or tutorial sessions. If you divulge the distribution you have potentially exposed the names of those who failed the exam and that may constitute a violation.

* If e-mail is a necessary or frequent means of communications to the entire class the syllabus should include a reference indicating that to do some class work, such as group projects, the sharing of e-mail addresses may be necessary.

* Do not use Student ID number, or any part of it to post grades. If you wish to post grades use a code word or randomly assigned numbers that only the instructor and individual knows. However, the order of the posting must not be alphabetic.

* Do not circulate a printed class roster with student name and ID.

* Do not provide third parties with lists of students enrolled in your classes.

* Do not include confidential information (i.e. grades, # of credits) in a letter of recommendation without the written consent of the student.

Refer FERPA questions to Enrollment Services Office.

FERPA RULES

All educational institutions are accountable to the Department of Education under the Family Educational Rights and Privacy Act 34 CFR Part 99

- You are responsible for protecting student data in your possession.
- Educational records may not be released without the written consent of the student.
- Individual directory information may be released without written consent, except when the student has requested nondisclosure of directory information, in which case this information may not be released. *See the list below for what constitutes directory information.*
- NWIC employees may access and use private educational records only as necessary to conduct official business that is related to the educational interests of the student.
- Always take appropriate measures to ensure that student records are protected.
- If in doubt, do not release information about a student. Refer requests to Enrollment Services.
- If you have questions about FERPA, contact Enrollment Services.

At Northwest Indian College, 'directory information' is comprised of the following items:

1. name
2. address
3. telephone number
4. program of study
5. period of enrollment
6. degree(s)
7. certificate(s)
8. honors/awards