

FERPA Policy FAQs – Students

1. What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that helps protect the privacy of student education records. FERPA provides students the right to: 1) inspect and review their education records; 2) seek to amend those records; and 3) limit disclosure of information from their education records except in certain circumstances. FERPA applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

2. Who does FERPA cover?

FERPA provides protection for any student who is or has been in attendance at the University and regarding whom the University maintains education records.

3. What about after I graduate?

FERPA covers all education records maintained during the time in which the individual was student attending the University. A student's FERPA rights continues after graduation and throughout the student's lifetime.

4. What qualifies as a student education record under FERPA?

Any type of record, including email, containing information directly relating to a student and maintained by an educational institution, or a part acting on behalf of an institution, qualifies as an education record. Examples of an Education Record include:

- Biographical information
- Grades, test scores, evaluations, courses taken, and academic specialization
- Course work including papers and exams, class schedules, as well as written, email or recorded communications that are a part of the student's academic record
- Disciplinary records
- Students' financial and financial aid records

5. What about the directory information publicized by the University?

Directory information is information that would not generally be deemed harmful or an invasion of privacy if disclosed, and under FERPA the University may generally disclose such information without the need to obtain student consent. Students may opt out of routine disclosure of certain directory information at the time of enrollment by choosing to withhold local/permanent telephone numbers and/or addresses. To opt out of the disclosure of any other directory information, contact the Office of the Registrar for further instructions. Examples of directory information include:

- Name
- Address

- Telephone number
- Major field of study
- Dates of attendance
- Current enrollment status (full-time or part-time)
- Class standing
- Receipt or non-receipt of a degree
- Class honors such as Dean's list and honor roll

6. How can I inspect my education records?

You may obtain access to your education records by specifying in writing the records you wish to view through the Office of General Counsel's website: generalcounsel.nd.edu on the [Student Education Request Form](#). Send the completed form to Charlie Castline, 416 McKenna Hall.

- Letters of recommendation will not be released if right was previously waived.
- Transcripts may be requested directly from the Office of the Registrar.
- Only Notre Dame transcripts will be released upon request; non-Notre Dame transcripts must be requested directly from the institution attended.
- Score reports (e.g. SAT, GMAT) may be obtained by contacting the testing entity directly.

7. My parent(s) would like to be able to view my education records. Don't they already have authorization?

The University may, but is not obligated to, disclose education records to your parents if you certify in writing that you are a dependent of your parent(s) for federal income tax purposes. Regardless of your dependent status, the University may disclose to your parents information from your education records in the event of a health or safety emergency, or specific drug & alcohol violations (if under 21 at the time of disclosure to parent, not just at the time of the offense). You may also complete a consent form, the [Permission to Release Education Record Information](#), authorizing the University to disclose specific education records to your parent(s). Please be advised that such authorization merely permits, and does not require, the University to share the specified information with your parent(s).

8. How do I grant permission to release education records to other individuals or entities?

You may complete a consent form, [Permission to Release Education Record Information](#), authorizing the University to disclose specific education records to third parties other than your parent(s). Please be advised that such authorization merely permits, and does not require, the University to share the specified information with the third party.