

## FERPA Reference Sheet For Dartmouth Geisel School of Medicine Staff and Faculty

**FERPA**, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student educational records. It gives students the right to:

- Inspect and review their educational records
- Seek to amend records they believe to be inaccurate
- Limit disclosure of those records
- File a complaint against the institution. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.

Student **Education Records** are records that contain personally identifiable information about a student and are maintained by the school.

As a Staff or Faculty member, you need to know the difference between  
**Directory Information** and **Non-Directory Information**:

### **DIRECTORY INFORMATION**

(May be disclosed unless the student requests otherwise. *Please refer such requests to the Registrar's Office.*):

- Name
- Age and date of birth
- Student ID number
- Dates of attendance
- Enrollment status
- Class year
- Degree(s) sought
- Degree(s) receipt or non-receipt
- Degree(s) awarded date(s)
- Major
- Awards and honors
- Address
- Telephone number
- Dartmouth email address
- Place of birth
- Relationship to an alum
- Previous educational institutions attended and degrees awarded
- Extracurricular activities
- Student photo
- Student-employee's employing Dartmouth business unit

### **NON-DIRECTORY INFORMATION**

**Personally Identifiable Information**  
(Any data other than "Directory Information" **may not be disclosed without written consent.**)

*Including, but not limited to:*

- Social Security Number
- Race or ethnicity
- Religion
- Citizenship
- Gender
- Grades Received
- Schedules

Non-Directory Information from a student's Educational Records may be released **without student consent** in certain circumstances. Some examples include, but are not limited to the following:

- To school officials who have a legitimate educational interest in the student's education record. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Dartmouth College.
- To those acting in an official Dartmouth capacity for the determination of awards and award nominations
- To government agencies entitled to it by law
- To appropriate parties in a health or safety emergency
- In response to a judicial order or lawfully issued subpoena

**FOR ADDITIONAL INFORMATION:**

Refer to the [Student Education Records and Personally Identifiable Information Policy](#) link on the Geisel Registrar webpage

**OR**

**Contact the Geisel Registrar's Office**

**Phone: 603-650-2248**

**Email: [Geisel.Registrar@Dartmouth.edu](mailto:Geisel.Registrar@Dartmouth.edu)**