

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