

# FERPA

(Family Educational Rights and Privacy Act)

North Central Michigan College (NCMC) will exercise every measure to protect student rights and privacy. Directory Information is the only information which can be released or disclosed.

## DIRECTORY INFORMATION – **NO AUTHORIZATION RELEASE REQUIRED FROM STUDENT:**

- ✓ Name
- ✓ Address
- ✓ Telephone Number(s)
- ✓ Student Classification (active/inactive)
- ✓ Dates of attendance by term/year
- ✓ Full-time/Part-time
- ✓ Degrees/Honors/Dates earned
- ✓ Certificates/ Dates earned
- ✓ Field of Study
- ✓ NCMC E-mail Address

**Note:** Records from previous schools become the property of North Central Michigan College and cannot be sent to another school or released to student.

**RELEASE AUTHORIZATION REQUIRED:** All information not listed as Directory Information requires written, signed, and dated authorization from the student. (Do **not** release over the phone – even to individual claiming to be the student!)

- ✗ Class Schedule
- ✗ Class Grades
- ✗ GPA
- ✗ Number of credit hours
- ✗ Social Security Number
- ✗ Any/All Financial Aid Information
- ✗ Payment/Billing Information
- ✗ Academic Standing
- ✗ Date of Birth
- ✗ Race/Ethnicity
- ✗ Transcript
- ✗ All records not indicated as directory information

**Note:** If a PARENT produces a **current** tax form (1040) to the Registrar's Office, listing the student as a dependent, then any requested information may be released to that parent.

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Releasing Information to NCMC employees: *Always & only on a NEED TO KNOW basis.*

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