

## FERPA FAQ

### **What are my rights under FERPA?**

Students have four primary rights under FERPA. You have the right to:

- 1) Inspect and review your education records;
- 2) Exercise some control over the disclosure of information from your education records
- 3) Seek to amend your education records
- 4) File a complaint to with the US Department of Education

### **When do my FERPA rights begin?**

FERPA covers enrolled students. Northeastern Oklahoma A&M College considers students enrolled on the first day of the FIRST term when they begin taking classes. At this point, your admission records also become covered by FERPA.

### **What are "Education Records"?**

Education records are records that are maintained by NEO as part of the educational process. They do not include alumni records, records made by the campus police, or records made for employment, medical, or counseling purposes.

### **Who can access my confidential education records without my permission?**

NEO school officials may access your education records only where there is a demonstrated "legitimate educational interest". This includes faculty, administrative, clerical, and professional employees of the College.

### **What is "Directory Information"?**

Directory Information is information that would not generally be considered harmful or an invasion of a student's privacy if disclosed. We have defined the following items as Directory Information:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major field of study
- Educational level (freshman or sophomore)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degree awarded
- Honors and awards received
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Personal statistics for members of athletic teams (height and weight)
- Photographs

**What's the Solomon Amendment and how does it affect me?** The Solomon Amendment to FERPA requires institutions to provide directory-type information on students at least 17 years of age who are registered for at least one credit, upon request from representatives of the Department of Defense, for military recruiting purposes.

**What if I don't want my information released?**

You can limit release of some or all of the above Directory Information by completing the request to keep directory information confidential. This will remain in effect until you submit a request to change the status in writing.

There may be times when, by law, NEO is required to release this information. In these circumstances we will make every effort to notify you before your records are released to enable you to block the request if desired.

**Will Restricting Directory Information have any adverse effects?**

Your name will not appear in the commencement program or any press releases; a prospective employer, school, or insurance company will not be able to receive degree or enrollment verification; your contact details will not be given to family members wishing to notify you of a serious illness or crisis in the family.