



FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that affords students the right to inspect and review their education records, request the amendment of their records (if proven inaccurate or misleading), limit disclosure of personally identifiable information contained in their education records, and file a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with the law. Middle Georgia State University makes every effort to comply with the law by protecting the privacy of student records and by evaluating requests for release of information from those records. All Middle Georgia State University faculty and staff must adhere to FERPA.

DIRECTORY INFORMATION:

FERPA authorizes the release of “Directory Information” without the student’s prior consent. Middle Georgia State University designates the following information for each student as “Directory Information”:

- Name
- USPS mailing addresses
- Telephone number
- Major field of study
- Degree sought
- Expected date of completion of degree requirements
- Expected date of graduation
- Degrees and awards received
- Dates of attendance
- Full or part time enrollment status
- Classification
- Previous educational agency or institution attended
- Participation in officially recognized activities

Students may restrict the release of “Directory Information” by making the request in writing to the Office of the Registrar, Middle Georgia State University, 100 University Parkway, Macon, GA 31206, using the form provided in this link https://www.mga.edu/registrar/docs/FERPA_Release_Request.pdf on the website of the office of the Registrar for that purpose. Once filed, this request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed. For purposes of compliance with FERPA, all Middle Georgia State University students have the authority to enter into this agreement regardless of the age of the student.

Employee Signature

Date



FERPA EXPECTATIONS:

Additional instances in which FERPA authorizes Middle Georgia State University to disclose personally identifiable information without prior consent of the student include the following:

- To school officials with legitimate educational interests (A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Regents or Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility);
- To comply with a judicial order or a lawfully-issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid;
- To certain officials of the U.S. Department of Education, the Comptroller General;
- To state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the University; and,
- As otherwise provided by FERPA.
- Additionally, the results of an institutional disciplinary proceeding against the alleged victim of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

U.S. DEPARTMENT OF EDUCATION

Every Middle Georgia State University student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-460.

Employee Signature

Date



ADDITIONAL INFORMATION:

Additional information regarding FERPA may be found on the website of the Office of the Registrar.

Confidentiality Disclosure

STAFF STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that by the virtue of my employment with Middle Georgia State University that I may have access to records that contain personally identifiable information about students, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA). I acknowledge that I fully understand that the intentional or negligent disclosure of this information by me to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the protection of student information for which Middle Georgia State University is held accountable and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Date

Employee Signature

Please Print

Date

Human Resources Signature