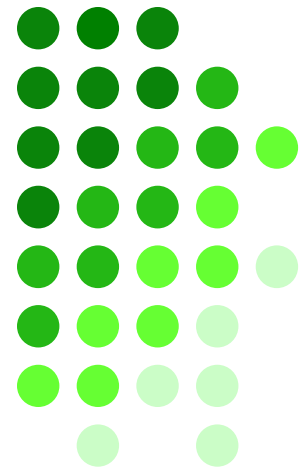


FERPA 102

Self-diagnostic quiz for Administrators, Security Contacts, and Support Staff

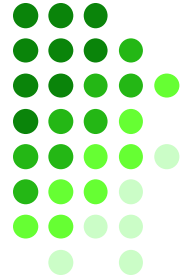
Test your knowledge of: Student Records and
the Family Educational Rights and Privacy Act
(FERPA) and Michigan State University
Access to Student Information



MICHIGAN STATE
UNIVERSITY

Prepared by the Office of the Registrar

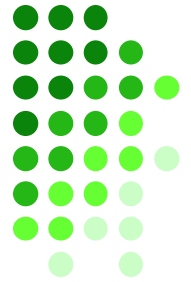
Question 1:



You no longer have need for a report you generated of students, their PID's, and their GPA's. Is it OK to throw it in your wastebasket?

Answer:

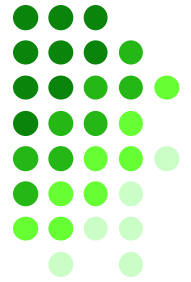
No. Any report with confidential student information on it should be shredded or confidentially recycled. The MSU Office of Recycling and Waste Management on campus provides this service -- www.recycle.msu.edu or call 355-1723.



Question 2:

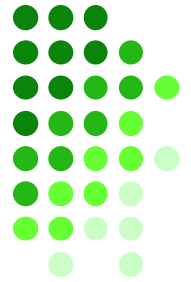


A local bookstore asks for a list of students with names and local addresses so they can mail them cost-saving coupons. Can you give them a list of the students in your academic unit or in a specific class?

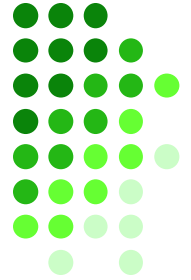


Answer:

No. Remember, it is against University policy to release names and addresses for commercial purposes.



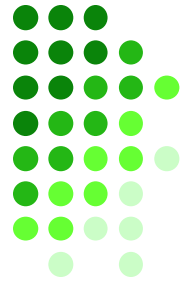
Question 3:



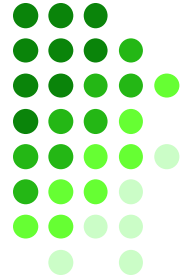
A faculty member would like to review the academic folder of a student in your department to see how well the student has been doing in certain courses. Is it OK to share the folder with the faculty member?

Answer:

No. If the faculty member is not the student's advisor, the file should not be released without written permission from the student.

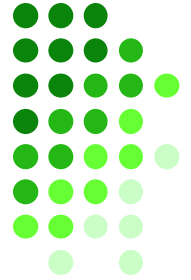


Question 4:



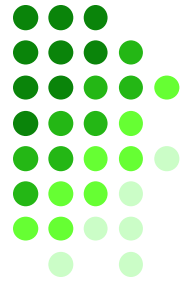
Professor “X” brings you a dozen graded exams, projects or portfolios that students have not yet picked up and asks if you would be so kind as to put them all on the table outside your reception office for the students to pick up. Should you agree?

Answer:



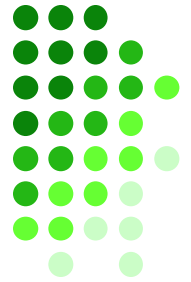
No. Confidential information, such as an evaluative comment or grade, should not be visible to students looking through other student papers to find their own.

Question 5:



An MSU student organization asks you for names and addresses of students in your academic unit. Should you provide this information?

Answer:



No. All requests for student data (outside of the MSU people search) should be directed to the Registrar's Office.

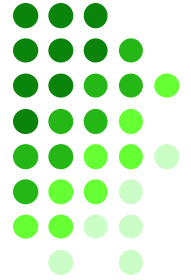
Officially registered MSU student organizations (RSO's) may have access to names and addresses of students, who have not restricted their information, to offer membership or for award recognition, and they must submit their requests through the Student Life Office:

101 Student Services Building
phone: 355-8286

Honorary organizations may request information through their faculty advisor who will submit a Data Request to the Office of the Registrar.



**Did you earn a 4.0 on this quiz?
If not, visit:**



<http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp>

to update your understanding of
Student Records and the Federal Family
Educational Rights and Privacy Act (FERPA)
and
Michigan State University Access to Student Information.

Updated 8/13/09