

Honolulu Community College
Admissions and Records

Privacy of Student Information

Faculty/Staff

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. FERPA is a federal law designed to protect the privacy of a student's educational record and prohibits the University from disclosing information from those records without the written consent of the student. A parent or spouse must obtain written permission from the student (includes minor student) before educational record is disclosed to that parent or spouse.

The university officials shall be permitted access to a student's educational records without the consent of the student only in accordance with legitimate educational interest, which is defined to mean that the purpose for seeking access is related to the responsibilities, duties, or functions of that official.

What is the Directory Information?

Certain personally identifiable information is considered by the University to be directory information and, in response to public inquiry, may be disclosed at the University's discretion, without prior consent of the student unless the student otherwise so informs the University not to disclose such information.

Examples of FERPA violations:

- Posting grades in any public manner with name and/or UH ID number or SSN (including partial numbering)
- Having student pick up own graded test by going through a stack of graded test papers
- Circulating printed class list with student names and UH ID numbers (e.g. attendance sign-in sheet)
- Providing student's grade, GPA, or other educational record on Letter of Recommendation without prior written consent of student
- Discussing student's records with any person (e.g. parent, spouse) without prior consent of student
- Providing student class schedule to a third party without prior written consent of student
- Showing a third party the student's classroom without prior written consent of student
- Leaving educational records or sensitive information (grades, assignments, test results) unattended in view of others
- Tossing student educational records sensitive information without shredding document
- Providing student information to other University faculty/staff without legitimate educational interest
- Leaving computer terminal unattended in view of others
- Allowing others to use own security access to student records

In general, all student information must be treated as confidential. Even public or "directory information" is subject to restriction based on the university official's responsibilities. The University policy and procedures required under this Act have been published as Administrative Procedure A7.022.