

**Parent Access to Student Information**

**What is FERPA?** The *Family Educational Rights and Privacy Act* (1974) is a federal law designed to protect the privacy of education records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education. Essentially, the act states that:

- 1) Students (defined as a person 18 years of age or older, who attends a Norwich University) must be permitted to inspect their own “education records” and
- 2) “School officials” may not disclose personally identifiable information about a student’s without written permission from the student.

The Registrar’s Office at Norwich University **will NOT release non-directory information without a student’s authorization**. This is regardless of the student’s age and regardless of who pays tuition and fees. **Students may authorize the Registrar’s Office to provide non-directory information to parents and others by completing the FERPA Release electronic form that is part of the electronic Enrollment Verification process. This requires that students enter a code. When parents contact Norwich, they must provide this exact same code BEFORE any non-directory information will be released.**

**What is Directory & Non-Directory Information?** “Directory information” is information that, if disclosed, is not normally considered a violation of a student’s privacy, and therefore can be released without students’ written permission. “Non-Directory” information is information that, if disclosed, is considered a violation of a student’s privacy, and therefore cannot be released without students’ express consent.

<b>DIRECTORY INFORMATION</b> <u>CAN be released without written consent</u>	<b>NON-DIRECTORY INFORMATION</b> <u>Can NOT be released without written consent</u>
<ul style="list-style-type: none"> <li>• Students Full Name</li> <li>• Email address</li> <li>• Lifestyle</li> <li>• Class Level (Freshmen, Sophomore, Jr. Sr.)</li> <li>• Major or Program</li> <li>• Degrees/Certificates Awarded &amp; Date Conferred</li> <li>• Withdrawal Date</li> <li>• Dates/Terms Enrolled</li> <li>• Status of Enrollment (FT, PT, not at all)</li> <li>• Hometown</li> <li>• Photographs</li> <li>• Anticipated Graduation Date</li> <li>• Graduation Status</li> <li>• Previous Colleges Attended</li> <li>• Athletic Achievements</li> <li>• Athlete Weight/Height</li> <li>• Participation in Recognized Activities &amp; Sports</li> <li>• Awards and Honors Received</li> <li>• Norwich (on-campus) Mailbox Number</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Number</li> <li>• Student ID number</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Race/Ethnicity</li> <li>• Age</li> <li>• Citizenship/Country of Origin</li> <li>• Class Schedule/Roster</li> <li>• Parent Address(es)</li> <li>• Parent Phone Number(s)</li> <li>• Student Local &amp; Permanent Address</li> <li>• Student Local &amp; Permanent Phone Number</li> <li>• Academic Standing</li> <li>• Grades</li> <li>• Grade Point Average (term and cumulative)</li> <li>• Transcript</li> <li>• Credits (term and cumulative)</li> <li>• Entrance Exam Results</li> <li>• Student Financial Account Information</li> <li>• Financial Aid Information</li> <li>• Advisor</li> </ul>

**How are parents notified of student grades?** Mid-semester grades appear on the individual student Banner Web Self-Service account. A copy of the mid-semester report for *first semester freshman* is sent to eligible parents or guardians. After faculty enter grades, students may view their mid-semester and final grades on their “Degree Evaluation” form. Two weeks after a semester, students can view their grades and current GPA on their “Academic Transcript” form. Both of these forms are on student's Banner Web account. Parents wanting to see the grades of their student must have s/he open one of the forms on Banner Web. Norwich University does not mail grades.

Further questions regarding this policy should be directed to the Registrar, Dr. Diane Douglas at [ddouglas@norwich.edu](mailto:ddouglas@norwich.edu) or 802-485-2037.