

**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, who is enrolled in a Norwich University credit or non-credit course, regardless of age”) 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 entering the person’s name and a code for each person.** When the person contacts Norwich, s/he MUST provide this exact 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><u>DIRECTORY INFORMATION</u></b>	<b><u>NON-DIRECTORY INFORMATION</u></b>
<u>CAN be released without written consent</u>	<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>

[The entire Data Privacy \(FERPA\) policy](#) on the Registrar’s Website.

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.