

Maritime College Marine Transportation Department Administrative Policy

Title: FERPA Procedures for Marine Transportation Faculty

No. 10-06

Date: 07.28.2010

1. Under the Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, **only the student may have access to the student's own record.**
2. Before discussing the student's academic record or current performance with any individual other than the student, the student must provide, in writing with the student's own signature, a request that the faculty member conduct the discussions with the specifically named individual(s). The faculty member shall place the original signed request in the student file, located in the Engineering Office.
3. Faculty members shall not respond to telephone requests for a student's grades, even if the request ostensibly comes from the student. Please note that grades are not sent to a student's home. The student can view his/her grades at SUNY Maritime College web site www.sunymaritime.edu.
4. Requests for copies of written records will be referred to the Registrar's Office for processing.