

## FERPA Procedures for Engineering Faculty

Effective: May 12, 2022

This policy outlines privacy rules and the responsibilities for School of Engineering faculty acting as academic advisors for students enrolled in B.E. programs. It updates and supersedes all prior policies.

1. Under the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley amendment, only the student may have access to the student's own academic records. Additional information on FERPA policies is available from the Maritime College Registrar's office.
2. Before an Engineering faculty member can discuss a student's academic record or current performance with any individual other than the student, the student must file a FERPA release form with the Maritime College Registrar. The faculty member must consult with the Registrar's office to determine whether the specific individual making the request for information has been granted authorization to discuss a student's academic situation with the faculty academic advisor.
3. Faculty members shall not respond to telephone requests for a student's grades, even if the request ostensibly comes from the student. Students can view their own course grades via the online registration system maintained by the Registrar's office.
4. Faculty are allowed to send course grades, exam scores, etc. to a student in one of their own course sections, provided the request is received from and sent to an official Maritime College student email address.
5. Requests for official or unofficial copies of student academic records will be referred to the Maritime College Registrar's office.