

Viewing FERPA Statements in the Faculty Center

1. In the Faculty Center, click the **Class Roster** tab.
[Class Roster](#)

Faculty Center | Advisor Center | Search | Learning Management

my schedule || class roster || grade roster

Class Roster

[View FERPA Statement](#)

! No class selected. Go to [My Schedule](#), select a class and click the **Class Roster** icon next to it to get started.

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Figure 1 - Class Roster page

2. Click the **View FERPA Statement** link. This will display the **FERPA Statement** page.
[View FERPA Statement](#)

Faculty Center

FERPA Message for Instructor/Advisor

FERPA Restrictions

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

[U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)

[Return](#)

Figure 2 - FERPA Statement