



ASBURY UNIVERSITY

Academic Excellence & Spiritual Vitality

FERPA (Privacy of Education Records) and the Office of the Registrar

In accordance with the *Federal Educational Rights and Privacy Act of 1974* (FERPA), as amended, student education records are maintained as confidential by Asbury University and, except for a limited number of special circumstances listed in that law, may not be released to a third party (including parents/guardians).

The Essence of the Act

- FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are 1) directly related to a student and 2) maintained by an institution or a party acting for the institution (Rooker, LeRoy & Tina Falkner, *AACRAO 2012 FERPA Guide* 5).

When do FERPA rights begin?

- A FERPA-related college education record begins when the student reaches the age of 18 or enrolls in a higher education institution at any age.

Directory Information

Directory information is data that may be publicly released, provided the student has not requested a “No Release” on his or her Asbury University record (requested in writing through the Office of the Registrar by the end of the fall semester drop/add period). Asbury prioritizes protecting each student’s privacy and does not automatically release directory information to all requestors. Each institution establishes what it considers to be Directory Information. For example, Asbury University considers the following items to be Directory Information (a full list is detailed in the annual Bulletin/University Catalog):

- Student’s name
- Email address
- Major field of study
- Enrollment status & Classification
- Expected graduation date

Private Information & Student Access to their Academic Information

Private Information includes all academic information not identified as Directory Information. FERPA limits Asbury University staff & faculty members from sharing student academic information with persons other than the student.

Private Information is available to the student through Asbury Online Services, upon entering the system with their secure login and password.

- Unofficial Transcript
- Grades (Semester or Cumulative GPA)
- Course Schedule
- Academic Advisor
- Dates of Attendance
- Prior Term Information

If a student is unable to locate information classified as Private Information, the student may contact the Registrar’s Office (registrar@asbury.edu) via their Asbury email or in person to request this information.

If a parent or guardian is seeking information classified as Private Information, please contact your student. *We strongly encourage parents to enter into open dialogue with your student regarding expectations concerning student Private Information, such as class schedules or final grades, for your student will need to relay this information.* University staff or faculty members will not be able to share information classified as Private Information with a parent/guardian due to FERPA regulations. Thank you for your understanding.