



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 before the end of the fall semester drop/add period).

Asbury prioritizes protecting each student’s privacy and does not automatically release directory information to 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 [Academic Catalog](#)):

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

Private Information & Student Access to Academic Information

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

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

- Unofficial Transcript
- Academic Advisor
- Grades (Semester or Cumulative GPA)
- Dates of Attendance
- Course Schedule
- 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 openly dialogue with your student on expectations concerning Private Information, such as class schedules or final grades, for your student will need to share this information.*

Shared Portal: A student may grant guest access to areas of their student record via a login and password.

- **University staff and faculty will not discuss Private Information with a parent or guardian due to FERPA regulations even if the student has granted access to the guest in the Shared Portal.**
- *Financial Aid and Student Accounts offer students a FERPA release form whereby a parent may discuss their financial information with an office representative.*

Thank you for your understanding and help as we care for your student’s private information.