

# FERPA and NMSU

*A quick reference to your responsibilities*

## Who do I contact at NMSU for information about FERPA?

Contact NMSU's IT Compliance Officer at [compliance@nmsu.edu](mailto:compliance@nmsu.edu).

## Where can I learn more about FERPA?

There are many excellent online resources available. The U.S. Department of Education at [www.Ed.gov](http://www.Ed.gov) is a good place to start. In addition, a Google search on universities and FERPA will return much in the way of information about FERPA and how other education institutions like NMSU handle compliance. Lastly, NMSU's IT Compliance Officer and the Office of the Dean of Students can direct you to more detailed information.

[compliance@nmsu.edu](mailto:compliance@nmsu.edu)

## What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

## Does FERPA apply to me?

FERPA applies to all educational institutions that receive funds under an applicable program of the U.S. Department of Education. As such, FERPA applies to all NMSU faculty, staff, and students.

## What student information is protected by FERPA?

FERPA recognizes two types of student-related information/records: non-directory and directory. Non-directory information, which is protected and cannot be disclosed without specific permission from the student, includes Aggie ID, SSN, gender, ethnicity, and grades/transcripts.

Directory information is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This includes student name, ranking, field of study, address and email address. At NMSU, students can choose to "opt out" to keep their directory information from showing up in the student directory.

## What do I do to ensure that I am in compliance with FERPA?

Generally, to ensure that you are in compliance with FERPA, do not post, email, or release non-directory student records without specific permission from the student to do so.



Additionally, you cannot access non-directory student records without a legitimate reason for doing so. If you do, you have committed a FERPA violation.

## Does NMSU provide FERPA training?

Absolutely! According to the U.S. Dept. of Education, FERPA training is mandatory. The Center for Learning and Professional Development offers an excellent online training course that will take approximately 15 minutes for you to complete.

Go to <http://training.nmsu.edu/compliance/> to sign up today.



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