

## IMPLICATIONS FOR PARENTS AND FAMILY MEMBERS

Marquette University's administrators, faculty and staff are not able to discuss or release a student's academic progress, class rank, credit hours earned or taken, grades, grade point average, transcript, location or schedule of classes without a signed release from the student except as set forth by FERPA (e.g. court order, health/safety emergency, etc.). The Office of the Registrar does not maintain ongoing or standing releases from students. Therefore, a student must sign a release each and every time he or she requests non-directory information be released outside of the University, including to parents.

While Marquette likes to share the successes of its students, it is first and foremost concerned with protecting the rights of its students. Therefore, the name of a student with a FERPA address block will not be released to a hometown newspaper announcing any academic honors or graduation. Those with a FERPA name block will not appear in the commencement program or in a hometown newspaper announcing academic honors or graduation; a FERPA name block also prohibits Marquette University from confirming enrollment or degree information for auto or health insurers, lenders, potential employers and others. A student may remove a FERPA address block at anytime via CheckMarq or a FERPA name block by visiting the Office of the Registrar in person in Marquette Hall, Room 310 during regular business hours.

Marquette University has the right to disclose records without a signed release in circumstances including, but not limited to, health and safety emergencies, for financial aid compliance, or as required by a valid court order or law.

The complete FERPA policy is available in the Student Handbook, as well as online at [www.marquette.edu/registrar/policies](http://www.marquette.edu/registrar/policies)

## FOR MORE INFORMATION

To learn more about FERPA, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

To read Marquette University's policy in its entirety, visit:

[www.marquette.edu/registrar/policies](http://www.marquette.edu/registrar/policies)

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, sexual orientation, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals and mission in order to enhance the Jesuit, Catholic tradition.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT



**MARQUETTE**  
UNIVERSITY

**Be The Difference.**

## WHAT IS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT?

The Family Educational Rights and Privacy Act, also known as FERPA, is a federal law passed by Congress in 1974. The law protects a student's rights with respect to his or her educational records and is applicable to all living former and current students. FERPA provides a student the right to inspect his or her educational records, seek to amend his or her educational records, and protect his or her educational records. Toward this end, Marquette University has established a policy that pertains to all parents, guardians and students.

FERPA allows each college or university to establish its own list of information that can be released without the consent of the student. The following is considered directory information by Marquette University and may be released to anyone who requests it unless a student chooses to withhold the information: a student's name(s), address(es), telephone number(s), e-mail address(es), photographs, electronic images, date and place of birth, major field(s) of study and current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards and academic honors received including Dean's List, most recent previous educational institution attended, and program and promotion materials on participants in various sports and similar public activities, including weights and heights of members of athletic teams.

If a student wishes to block his or her addresses and/or telephone numbers from release, he or she can do so by accessing CheckMarq, the online student resource, at <http://checkmarq.mu.edu> and by clicking Directory Restrictions. If a student wishes to block his or her name from release, he or she must visit the Office of the Registrar in person in Marquette Hall, Room 310. The University must disavow all knowledge of a student with a block on his or her name and will not confirm enrollment or degree(s) without a signed release, unless required to do so as set forth by FERPA (e.g. court order, subpoena, Patriot Act, Solomon Amendment, etc.).

## FREQUENTLY ASKED QUESTIONS

### Does the University provide parents with student grade reports?

The University does not distribute grade reports to parents or students. Your student can access grade information online via CheckMarq or by requesting an official transcript from the Office of the Registrar in Marquette Hall, Room 310 or online at [www.marquette.edu/registrar](http://www.marquette.edu/registrar).

### We recently moved. How do I change my student's address and home telephone number?

Your student must change his or her own address and home telephone number in his or her CheckMarq account online.

### How do I obtain enrollment and GPA verification for our auto insurance policy?

Please fax your auto insurance company's form to (414) 288-1773, or mail your request to Marquette University, Office of the Registrar, P.O. Box 1881, Milwaukee, WI 53201-1881. Oftentimes, auto insurance companies request enrollment and GPA verification for good student discounts. In order to release your student's GPA, your student must sign the auto insurance company's form or a release form in the Office of the Registrar. We will fax or mail the form to the auto insurance company on your behalf.

### How do I obtain enrollment verification for our health insurance policy?

Call the Office of the Registrar at (414) 288-7034, or fax your request to (414) 288-1773, and request enrollment verification be sent to your health insurance company. As long as your student does not have a FERPA name block and the health insurance company requires nothing more than proof of enrollment, you can request this on your student's behalf. Please provide the health insurance company's name, address, fax number, telephone number and your policy number if necessary, as well as your name and telephone number. We will fax or mail the form to the health insurance company on your behalf.

### I am concerned about the well-being of my student. Whom can I talk to?

The following is a list of frequently called offices on campus. Marquette University's administrators, faculty and staff are concerned with the well-being of each student while at the same time recognizing the need to protect the rights of every student. Therefore the individual you call may require a release from your student, depending on the situation. If you are not certain of the appropriate office to call, begin by calling your student's college office.

### The following is a list of frequently called offices on campus:

College of Arts and Sciences	(414) 288-7059
College of Business Administration	(414) 288-7142
College of Communication	(414) 288-7133
School of Education	(414) 288-6981
College of Engineering	(414) 288-7080
College of Health Sciences	(414) 288-5053
College of Nursing	(414) 288-3800
College of Professional Studies	(414) 288-3153
Graduate School	(414) 288-7137
Dental School	(414) 288-7267
Law School	(414) 288-7090
Office of the Bursar	(414) 288-7157
Office of the Registrar	(414) 288-7034
Office of Residence Life	(414) 288-7208
Student Health Services	(414) 288-7184
Counseling Center	(414) 288-7172
Office of Student Financial Aid	(414) 288-0200