

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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



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.



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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 the United States 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, amend and protect his or her educational records; and as such, Marquette University has established a policy that pertains to all students.

FERPA allows educational institutions to establish a list of information that may be released without consent of the student. The following is considered **directory information** by Marquette University and may be released to anyone who requests it unless the student chooses to withhold the information: the student's name(s), address(es), telephone number(s), Marquette e-mail address, 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 names of scholarships), Dean's List selection, previous educational institution(s) attended, and program and promotion materials on participants in various sports and similar public activities, including weights and heights of members of athletic teams. The following are examples of **non-directory information** that may not be released without authorization of the student: academic progress, class rank, credit hours earned or taken, financial aid, grades, grade point average, transcript, and location or schedule of classes.

A student may restrict the release of:

- addresses, telephone numbers and/or Marquette e-mail address by accessing CheckMarq at <https://checkmarq.mu.edu> and selecting Privacy Settings under Personal Information.
- name, and therefore all information, by visiting Marquette Central in person and speaking with a registrar.

Marquette University does not sell the names, addresses, telephone numbers or e-mail addresses of its students to any third parties.

IMPLICATIONS FOR PARENTS AND STUDENTS

While Marquette is committed to protecting the privacy of each student, the University also recognizes the importance of addressing questions often asked by parents, students and others pertaining to financial aid, tuition and enrollment. Toward that end, each student is assigned a nine-digit Marquette University Identification number (MUID), along with a four-digit Marquette Central Access Number (MCAN). In order to comply with FERPA, a student must be able to verify his/her identity with the MUID and MCAN when contacting Marquette Central, an office that provides assistance with financial aid, tuition and general enrollment matters. A student may share his/her MUID and MCAN with parents or others who may also contact Marquette Central. It is advisable for a student to share his/her identification numbers only with trusted individuals, and to change his/her MCAN as necessary.

The administrators, faculty and staff at Marquette University are not able to discuss or release a student's academic progress, class rank, credit hours earned or taken, grades, grade point average, transcript, and location or schedule of classes without a signed release from the student, even in cases when the MUID and MCAN are made available by the student. This includes the posting of grades by faculty on class websites or paper rosters, as well as reference to academic information in letters of recommendation. The University does not maintain ongoing or standing releases from students. Therefore, a student must sign a release each and every time he or she requests such non-directory information be released outside of the University, including to employers, insurance companies, the media, parents, scholarship organizations, and others.

Marquette University has the right to disclose records without authorization from a student in circumstances including, but not limited to, university personnel with a legitimate educational interest, compliance with federal and state financial aid regulations, individuals under contract with the university to perform a special function (e.g. attorneys, auditors, third party vendors), as required by a valid court order or law, and/or in health and safety emergencies.

The complete FERPA policy is available at www.marquette.edu/mucentral/registrar and in the Student Handbook.