

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Family Educational Rights and Privacy Act (FERPA)  
NUMBER: 2:8

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Office: Office of Academic Affairs; Office of Student Financial Services  
Source: [BHSU Faculty Handbook](#); [FERPA Educational Records Release Form](#); [Student Directory Opt-Out Request & Authorization](#)

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1. Purpose

This policy implements the Family Educational Rights and Privacy Act (FERPA) and sets forth the process for upholding FERPA at BHSU in accordance with applicable Federal law.

2. Policy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the eligible student when he or she reaches the age of 18.

3. Procedures

- a. Generally, schools must have written permission from the eligible student in order to release any information—including grade and financial aid information—from a student's education record. The ideal scenario is for students to share their educational record(s) openly with parents, but sometimes there are situations that make this inconvenient or non-practical. In order to allow parents (or any other third party) access to their eligible child's educational record(s), the eligible child must fill out the [FERPA Educational Records Release Form](#) and return it to Student Financial Services, (Woodburn Hall).
- b. Disclosure of Directory Information

- i. The regulations implementing FERPA permit the disclosure of directory information. BHSU may disclose, without consent, directory information such as name, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation, degree awarded and home town. Generally, this directory information is releasable to any requesting person or entity (such as newspapers to announce awards, etc.) unless the student has followed the procedure to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the [Student Directory Opt-Out Request & Authorization Form](#) and return it to the Registrar's Office, (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled.

#### 4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 12/9/2019.