

DIRECTORY INFORMATION

The following information **can** be released without student consent. A full list of directory information can be found at kennesaw.edu/ferpa.

NON-DIRECTORY INFORMATION

The following information **cannot** be released without student consent.

- Grades and/or GPA
- Attempted or Earned Credit Hours
- Personal Email Address
- SSN and/or Tax ID Number
- KSU ID Number
- Residency Status
- Tuition and Fees
- Payment Records
- Marital Status
- Race
- Gender
- Citizenship
- Parent's Name and Address
- Current Class Schedule
- Disciplinary Action
- Academic Action
- Mailing Address
- Email Address

Note: Student email addresses will not be shared with non-KSU students or with KSU students for non-academic purposes.



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WHAT IS FERPA?



Scan to learn more about FERPA rights or visit ferpa@kennesaw.edu.

Contact us at registrar.kennesaw.edu or 470-578-3186

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records.

• kennesaw.edu/ferpa

FERPA GRANTS FOUR SPECIFIC RIGHTS TO STUDENTS

- 1 Inspect and review their education records.
- 2 Control the disclosure of their education records.
- 3 Seek to amend education records that are believed to be inaccurate, misleading or in violation of privacy rights.
- 4 File a complaint with the federal government in regards to non-compliance by KSU.

At KSU, students are notified of their FERPA rights in the Student Handbook and University Catalog, via email, and online at kennesaw.edu/ferpa.



CONSENT TO DISCLOSURE

Students may grant access to a specified parent and/or third party using the Student Consent to Disclosure Form located securely within their Owl Express account. Visit ksuhub.com/ferpaconsent for more information.

STUDENTS SHOULD DETERMINE ACCESS.

- Students determine if they want to grant access to education and/or billing records.
- Students should not feel pressured to grant access to anyone.
- If a student decides to grant access, the individual will only be able to discuss and/or view the student's records. Access does not permit individuals to update a student's records or view sensitive credentials, such as passwords.

STUDENTS SHOULD DECIDE WHO.

- Students decide who may view information and what pieces of information each person may view.
- Students can select multiple people to have access to their records by creating a separate, unique, 4-digit numeric PIN for each person.
- Students can update, change, or remove access at any time.

STUDENTS SHOULD DICTATE WHAT.

- Students dictate, per person, which record types can be discussed and/or viewed.
- Options include student account information, class registration status, student class schedule, holds, final grades, transcripts, conduct records, and/or billing information.

FERPA governs what may be released, but does not require any information be released.

