The Family Educational Rights and Privacy Act of 1974
Memorandum to the College Community

The Family Education Rights and Privacy Act of 1974 (FERPA) states that facilities that maintain student educational records have the discretion to classify some information as “directory information” and to release only that information upon request.

GCC’s directory information consists of the following student information:

- Name
- Major
- Dates of Attendance
- Graduation Date(s)
- Honors Conferred
- Town/State

Aside from this, written consent must be obtained from the student prior to the release of data that is not identified as directory information. Information such as a student’s full address, class attendance record, class schedule, grades and financial status are included in the non-disclosure category.

Additionally, it is the policy of GCC that emergency messages (received by phone or in person) are delivered to students by GCC campus safety personnel only. At no time is the location of a student while on campus to be disclosed upon inquiry.

This policy applies to all students who are registered for classes offered by GCC and include workshop participants as well as those students who are enrolled in credit classes.

Requests for student information should be forwarded directly to the Registrar’s Office for review and response as appropriate.

If you have questions concerning the above, please contact me at 1813.

Holly Fitpatrick
Registrar

10/13