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# Appendix F Confidentiality and the “Buckley Amendment”

## **Buckley Amendment”**

(Howard Community College’s Policy on the Release of Student Information is Based on the Family Educational Rights and Privacy Act of 1974.)

Howard Community College, in compliance with The Family Educational Rights and Privacy Act of 1974, has defined the following as Directory Information, which may be given out without a student’s permission:

1. Student’s name
2. Dates of Attendance
3. Major
4. Degree (or lack of a degree) and awards
5. Participation in officially recognized activities and sports
6. The height and weight of members of athletic teams (If appropriate)

Faculty and staff may not divulge any additional information without a student’s written permission. Items such as grades or attendance may not be given out.

Instructors may not post any grades using the student name or the Social Security Number.

Email is not considered to be a secure way to share confidential information with students. Sending information in email form is the electronic equivalent of sending information on a postcard where it might be possible for others to see it. Confidential information such as grades should not be sent over email unless a student signs a waiver. A waiver can be a simple document that states that the student gives you permission to share information concerning grades through email. This applies to college email accounts or with private email accounts.

Phone voicemail or verbal messages given in conversation with someone else answering the student’s phone are not considered to be a secure way to share confidential information with students. Confidential information such as grades may not be left on students’ answering machines because other individuals might have access.

Student phone numbers and email addresses are considered confidential information.

Student phone numbers should not be shared with the class unless volunteered by the student. Class phone trees can be compiled and distributed to the whole class as long as it is made clear to students that they are sharing this information voluntarily and can withhold this information if they wish.

Student email addresses should not be shared with the class unless volunteered by the student. This applies to college email accounts or with private email accounts. When sending an email message to your entire class or to a distribution list, it is recommended that you utilize the Blind Carbon Copy function in your email program. This will allow you to send a message to a distribution list or to several individuals without addresses being visible to all parties.

College ID numbers (also known as Colleague ID numbers) are considered confidential information by the college. Like social security numbers, college ID numbers (also known as Colleague ID numbers) because the college’s administrative database system is a product named

Colleague) should not be shared publicly. Both college ID numbers and social security numbers are both viewed as confidential information by Howard Community College.

In compliance to the FERPA requirement of protecting a student's confidential information, grades should **not** be posted on **any** door or wall. Every student has access to HCC Express and can obtain the status of their grade via this secured method. If posting grades is rooted in the Instructor's desire to show grade distribution, please contact Judi Bulliner in the Registration office to see if there may be other ways to accomplish this.

For more information, or for answers to specific questions, please contact the Office of Records and Registration.