

NorthWest Arkansas Community College Administrative Policies and Procedures

Full-time Employee Email and Work Phone Numbers and FERPA 3-18-8

The Family Educational Rights and Privacy Act (FERPA) provides students with the right to have all directory information remain confidential. However, employee records are separate from student records and are not covered by FERPA. Though a student may request student directory information remain confidential, he/she may not request directory information related to their employment remain confidential (i.e., work phone and email).

Therefore, an employee who is also a student may place a hold on their personal email and phone information by contacting Student Records office, but may not withhold their work email and phone information.

Adopted: December, 2005