

Student Privacy

Family Educational Rights & Privacy Act (FERPA)

The 1974 Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights begin for GSC students as soon as the student is accepted to the College and has registered for at least one course. FERPA rights continue for a student even after he or she has left GSC. For a complete list of these rights, visit <http://www.gsc.edu/registrar/Pages/ferpa.aspx>. In short, FERPA prevents any college or university employee from divulging any information not deemed "directory information" to any third party unless the student provides written consent. GSC has designated the following items as directory items that may be released to a third party without the student's written consent unless the student has written to the College to not release any information about him or her including directory information:



Student's name, address, phone number, e-mail address, major, enrollment status (full- or part-time), degree, honors and awards, and participation in student activities and organizations. Therefore, employees of GSC cannot release any information such as class schedules, grades, academic standing, or any other non-directory information about any student regardless of his or her age without the student's written consent.

In light of FERPA limitations, how can concerned parents remain informed of their student's academic progress? Because GSC values the academic success of each of our students and recognizes the merit of parental support, the following are suggestions for obtaining academic information about your student:

- Ask your student to share his or her TRANGUID with you. The TRANGUID is an electronic account of a student's academic record and is located in the student's password-protected Banner Web account (click on Student and Financial Aid Menu, Student Records, then Student TRANGUID). The TRANGUID displays the student's current and any pre-registered class schedules, GPA, academic standing, advisor name, completed coursework and grades, and transfer coursework.
- Ask your student to mail you an official academic transcript at the end of each semester. The student may find information about how to request a copy of his or her transcript at <http://www.gsc.edu/visitors/Pages/academictranscript.aspx>.
- Recommend to your student that he or she complete the "Authorization to Disclose Academic Information to a Third Party" form available at <http://www.gsc.edu/registrar/Pages/forms.aspx>.
- Have your student make an appointment with the appropriate GSC faculty or staff member, Advising Center Staff, or administrator and attend the meeting with your student.