

# Student CONFIDENTIAL Information



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# Use of Confidential Data



LAST TIME . . . We reviewed what was meant by DIRECTORY INFORMATION

In the *Student Manual of University Policies and Regulations*:

## Directory Information

- The University makes available without the consent of a student only such information as would ordinarily be published in a student directory or other materials intended for public distribution: name, current address, electronic mailing address, telephone listing, photographs, major field of study (including degree program(s) fields, major(s), minor(s), year of study and/or class information), awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, the most recent educational agency or institution attended, and similar information.

[http://studentmanual.uchicago.edu/administrative/index.shtml#directory\\_information](http://studentmanual.uchicago.edu/administrative/index.shtml#directory_information)

# THIS TIME: Confidential Information



- GRADES, old grades, new grades, missing grades, any grades . . .
- GPA information
- Credits earned
- Courses which the student has or is taking, or is still required to take
- Instructors of those courses
- Subject of student's research
- Admission to Candidacy
- Tuition and fees assessed of the student, amounts paid
- Specific financial aid awarded to the student, loans and stipends
- Birthdate (age), Gender (well . . .), Race/Ethnicity
- Family information, marital status, names and ages of children, roommates . . .
- Restrictions (if any), Disciplinary Actions . . .
- Anything else . . . When in doubt, treat it as confidential . . .

Common response to outside queries should be: "I am not able to provide that information. If asked, I can neither confirm or deny it."

# Scenario: Grades are Confidential



You are the secretary for a department in one of the graduate divisions.

You just got an email from your Chair that a wealthy donor has established a prize to be given to the female second-year student in your department with the highest GPA.

The donor will be on campus this Friday and would like to congratulate the winner in person. The Chair would also like a list of all female 2<sup>nd</sup> year students showing their GPA's, and a blurb put in the department newsletter about the prize.

You need to identify your 2<sup>nd</sup> year female students, collect their GPA's, and contact the one with the highest GPA about the prize and meeting the donor . . .

What do you do? (Or NOT do . . .)

# Responding to GPA requests



- You cannot rely on any transcript or report that you have on file in your office or shadow system for accurate GPA information, as GPA's are updated daily in the central Gargoyle student system as late grades are received and existing ones changed (which happen all the time).
- Contact either your Dean of Students or the University Registrar for the information you need (2<sup>nd</sup> year students, Females, ranked GPA's). These two offices have up-to-date access to all this data. Be sure to tell them your deadline.

# Responding to GPA requests



- The Registrar and Dean of Students can NOT send you the student names and GPA's in a return email. GPA's for specific students should never be included in an email.
- The Registrar will use **webshare** to communicate the information to you, sending you in separate emails a link (URL) to the data file and a password to open.

# Responding to GPA requests



- You can print the list for your Chair (make sure it's dated), or you could forward the two webshare emails so he can open the list himself. (You can not email him the list.)
- You can call or email Sue Jones to tell her she has won the prize (“awards and honors” are directory information)
- You can post an article in the department newsletter about Sue Jones being the first recipient of this new prize, *but ONLY after verifying that Sue Jones has not told the University to withhold release of her directory information.*

# Responding to GPA requests



- When the student is introduced to the donor, you can not tell the donor what the student's GPA is unless the student gives you approval to do so (!) . . . (So you might want to ask her in advance . . .)

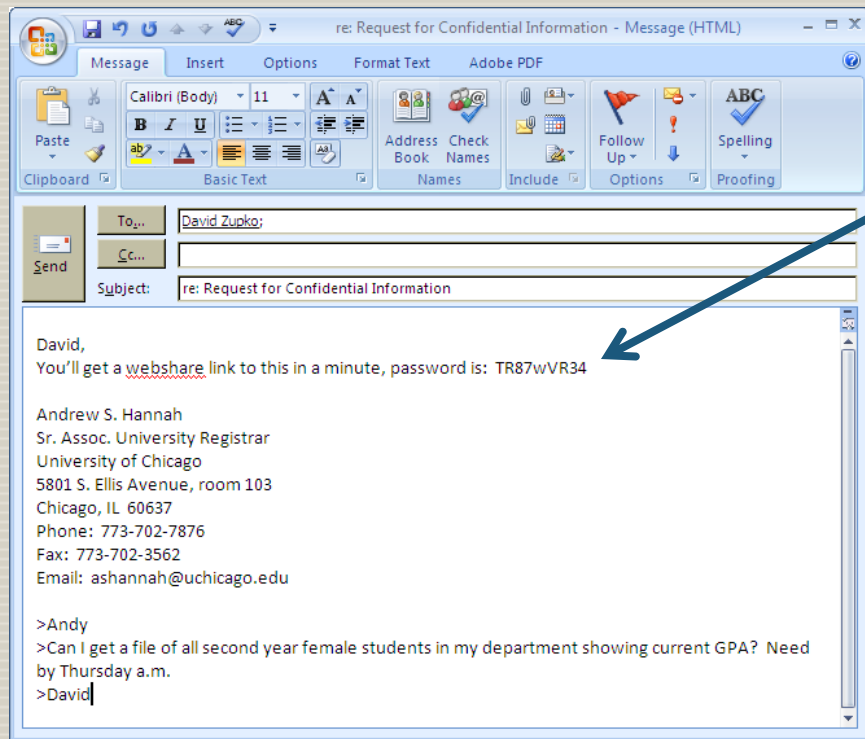


## REMEMBER: Checking on FERPA Blocks of Directory Information Releases

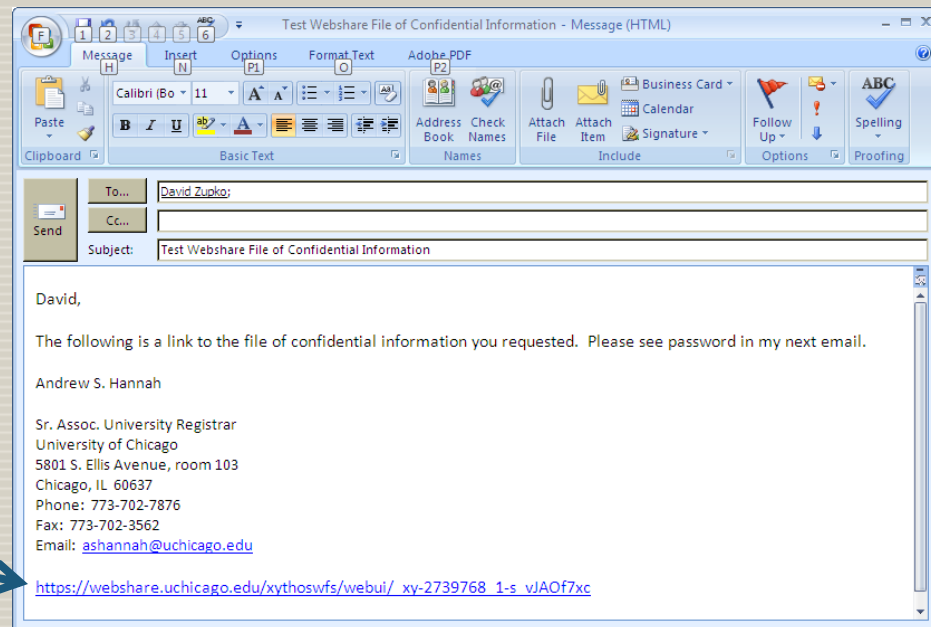


Check with your area Dean of Students for updated list of FERPA blocks or call up students in Gargoyle or Enrollment Manager. For any student with such a FERPA block you can't publish his or her name in any public announcement, even if it is meant just for fellow students.

# Webshare Messages

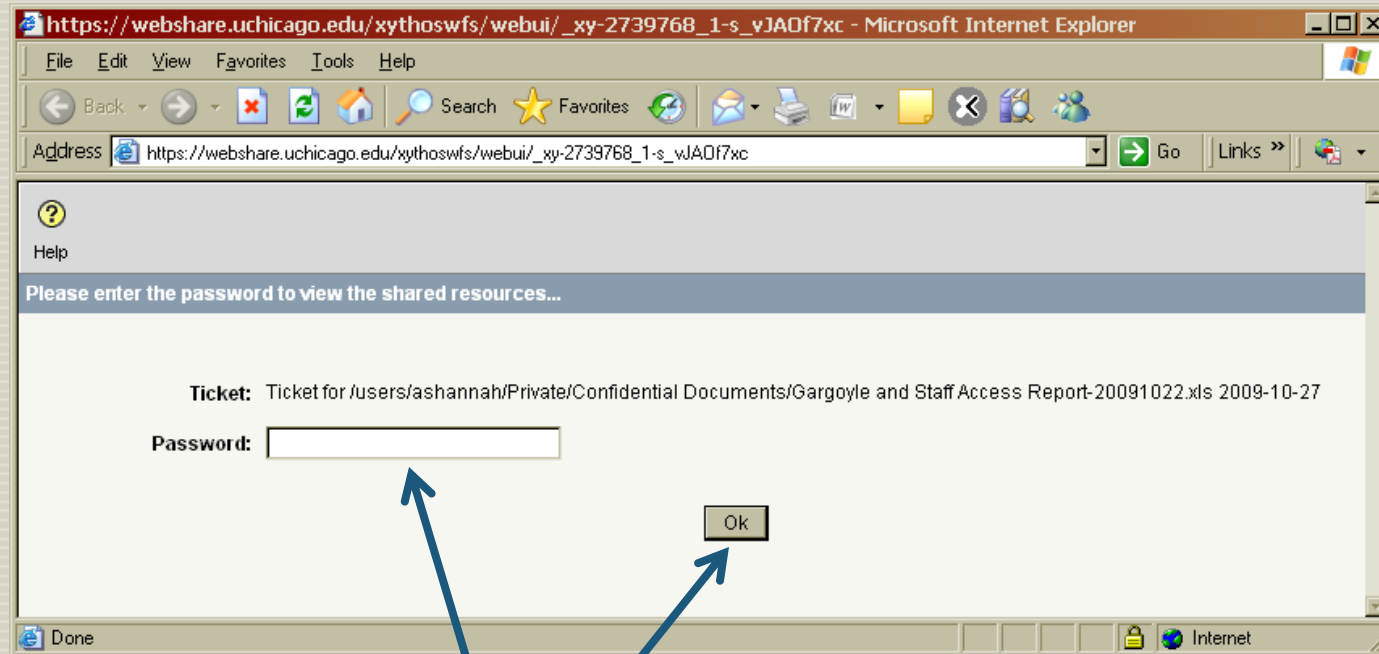


1. Select, Copy the Password



2. Click the URL Link

# Webshare Messages



3. Paste the Password in the box, then click "OK" button

# Sample Report, via Webshare, Confidential Data

UCID	LastName	FirstName	MiddleName	Email	Gender	FERPA	AcademicProgram	CumulativeGPA	SubStatus
258456	Smith	Susan	Helen	<a href="mailto:notreal@uchicago.edu">notreal@uchicago.edu</a>	Female	N	Far Northern Studies	3.98	Scholastic Residence Year 2
369123	Johnson	Gertrude	Tanya	<a href="mailto:dummy@uchicago.edu">dummy@uchicago.edu</a>	Female	N	Far Northern Studies	3.9667	Scholastic Residence Year 2
389995	Madison	Anna		<a href="mailto:test@uchicago.edu">test@uchicago.edu</a>	Female	Y	Far Northern Studies	3.9077	Scholastic Residence Year 2
842685	Fillmore	Delores	Amelia	<a href="mailto:fake@uchicago.edu">fake@uchicago.edu</a>	Female	N	Far Northern Studies	3.9077	Scholastic Residence Year 2
877458	Jackson	Constance	Susan	<a href="mailto:bogus@uchicago.edu">bogus@uchicago.edu</a>	Female	N	Far Northern Studies	3.9	Scholastic Residence Year 2
357951	Tyler	Edna	Julie	<a href="mailto:donotuse@uchicago.edu">donotuse@uchicago.edu</a>	Female	N	Far Northern Studies	3.8909	Scholastic Residence Year 2
397412	Taylor	Francine		<a href="mailto:nottrue@uchicago.edu">nottrue@uchicago.edu</a>	Female	N	Far Northern Studies	3.86	Scholastic Residence Year 2
333777	Grant	Kylee	R.	<a href="mailto:strawman@uchicago.edu">strawman@uchicago.edu</a>	Female	Y	Far Northern Studies	3.7286	Scholastic Residence Year 2

# What to do with FERPA-Blocked Students?



- Remember, if FERPA code is “Y”, it means do not release directory information.

Keep in mind, almost 15% of our University’s students have invoked FERPA-blocks, and the percentage is growing.