Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, provides students with access to their files and assures them of the confidentiality of their records. Undergraduates’ main academic files are kept in the University Registrar’s Office. Graduate records are kept in the Graduate School. The University is not required by legislation to make available to students files kept in the office of the New York State University Police, Binghamton; Binghamton University Counseling Center or the Student Health Center. Students with files in these offices should contact the appropriate office with any questions.

There is to be no oral or written release of personally identifiable information from any student’s educational record without the signed and dated consent of the student, except to:

- authorized University personnel defined by the person responsible for the file as having a reasonable need to know;
- state and federal education authorities to whom information must be made available by statute and/or for the audit of federal programs;
- organizations and educational agencies involved in testing, administering financial aid or improving instruction, provided the information is presented anonymously;
- accrediting agencies;
- appropriate persons to comply with a court-ordered subpoena, in which case an attempt is made to notify the student in advance unless prohibited by court order;
- appropriate persons in the case of emergency;
- University counsel.

Information printed in the University Directory and information routinely released to the public, such as Commencement listings, election results and rosters of athletic teams, is regarded as public or “directory information” and, as such, may be released without student consent.

The following information is defined as directory information and may be routinely released unless specified differently by the student:

- name;
- local address and telephone number;
• home address and telephone number;

• e-mail address;

• class level;

• degree information (including any associated majors, certificates or minors);

• dates of attendance.

Students should be aware that even though they may request and receive directory exclusion status, it is a federal requirement that the University promptly provide lenders and guarantee agencies with any information it has regarding the last known address, surname, employer and employer address of a borrower who attends or has attended the University.

Information that is not classified as directory information and may not be released to third parties without written consent of the student includes (but is not limited to) the following:

• grades;

• grade-point average;

• student course schedules (including class name, meeting times and meeting places);

• financial aid information;

• student identification number (usually Social Security number).

Third-party sources requesting to know a student’s course schedule for “emergency purposes” should be referred to the New York State University Police, Binghamton. University Police will attempt to ascertain the nature of the emergency and contact the student with the message.