

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office, concerning alleged failures by the institution to comply with the Act.

UAA may release, without consent, certain directory information (name, major, dates of attendance and credentials awarded). No-one outside the institution shall have access to, nor will the institution disclose any other information from a student's educational record, without the written consent of the student, except to personnel within the institution on a need-to-know basis, to officials of other institutions in which a student seeks to enroll,* to persons in compliance with a judicial order,† and to persons in an emergency in order to protect the health or safety of the student or other persons,‡ or as otherwise permitted under the Act. Exceptions to the above policy are as follows:

1. Names of students receiving awards or appearing on the UAA Dean's List and Chancellor's List will be released to the media; also, names and addresses of the above honored students will be provided to the National Dean's List Publication unless a written request not to do so has been received by Enrollment Services.
2. Names of students receiving degrees/certificates will appear in the commencement program and will be released to the media unless a written request not to do so has been received by Enrollment Services.
3. Names of scholarship recipients will be released to the media unless a written request not to do so has been received by the Financial Aid Office.
4. Names of students receiving awards for the Chancellor's Scholarship and any other honorary scholarships, i.e. Truman Scholarship and/or appearing in Who's Who Among Students in American Universities and Colleges will be released to the media; also, names and addresses of the above honored students will be provided unless a written request not to do so has been received by Enrollment Services.

A complete copy of the UAA Policy on the application of FERPA, including procedures for challenging the content of one's records, is available in Enrollment Services.

Information about students is confidential, whether that information is found in the BANNER system, the DSD WebQueries (QMENU and QADHOC), Data Browser or other sources. If a student has submitted a formal request that UAA not release the information mentioned above, a confidentiality flag appears on most of the individual's BANNER Student Information forms (screens). Because no reliable confidentiality flag appears on student records in BANNER's SOAIDEN and SOAIDNS forms, the DSD WebQueries (QMENU and QADHOC), Data Browser and other sources, all student data found through those sources should be treated as confidential.

A student who wants his or her own information must make the request in person, not by phone, and show valid photo ID. If the student cannot make the request in person, he or she may submit a written request, with a copy of valid photo ID, to Enrollment Services.

*Requests from other institutions must be referred to Enrollment Services.

†Requests in response to judicial orders must be referred to Enrollment Services.

‡Emergency requests must be referred to University Police.

In any other cases, refer the requests to Enrollment Services.

I have read and fully understand the rules printed on this form and shall comply with such rules. I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

Signature

Printed name

Date

Department

Please keep a copy of this document for your records.