

# Did you know...

that as a student of UAA you have certain rights under **FERPA** (Family Educational Rights and Privacy Act)? FERPA is the federal law that governs and protects the release of and access to your student education records.

## THESE RIGHTS INCLUDE:

- 1** The right to inspect and review your education record. If you want to review your record, you should submit a written request directly to the University Registrar, identifying the records you wish to inspect. UAA is required to provide access to your records within 45 days of receiving your request.
- 2** The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a written statement to the University Registrar, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The University Registrar will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
- 3** The right to provide written consent before the university discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" regarding information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.
- 4** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The release of student record information is generally not done at University of Alaska without the expressed, written consent of the student. There are, however, some exceptions.

Information that is considered directory information may be released without the student's consent. At UAA, we consider the following to be directory information: name, dates of attendance at UAA, program/major field of study, degrees and certificates received (including dates), participating in officially recognized university activities, academic and co-curricular awards, honors, and scholarships received and dates received, enrollment status, weight and height of student on athletic teams, students' electronic mail addresses, and hometown (city and state).

You have the right to withhold the release of directory information. Please note two important details regarding placing a "Directory Hold" on your record:

- 1** The "Directory Hold" will prevent us from releasing information to verify your enrollment or earned degrees to scholarship organizations, loan agencies, and future employers. The "Directory Hold" will also prevent us from listing or releasing your name related to Dean's and Chancellor's lists, as well as the commencement program or any other university publication.
- 2** A "Directory Hold" applies to all elements of directory information on your record. University of Alaska does not apply a "Directory Hold" differentially to the various directory information data elements.

You may find a copy of the complete Family Educational Rights and Privacy Act (FERPA), including more details about your rights and any university policies related to FERPA, in the Annual Notifications & Disclosures section of the UAA Catalog or at [alaska.edu/studentservices/ferpa](http://alaska.edu/studentservices/ferpa)

If you have further questions about FERPA or your rights, please feel free to contact me.

**Lindsey Chadwell**  
University Registrar  
(907) 786-6190 | [www.uaa.alaska.edu/registrar](http://www.uaa.alaska.edu/registrar)

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

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