



# Office of the Registrar

## Notice of Student's Rights Under FERPA

I want to take this opportunity to give you a summary of your rights under the **Family Educational Rights and Privacy Act (FERPA)**, the federal law that governs the release of and access to student education records. These rights include:

- The right to inspect and review your own education records (as defined by the statute), with certain limited exceptions, within 45 days after the University's receipt of a request.
- The right to seek the amendment of your education records in certain circumstances.
  - If you feel there is an error in your record, you should submit a statement to the Office of the Registrar clearly identifying the part of the record you want to be changed and why you believe it is inaccurate or misleading.
  - The Office of the Registrar will work with the University office responsible for the record. The Office of the Registrar will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
- The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Common examples include:
  - Disclosure without consent is disclosure to "school officials" with a "legitimate educational interest."
    - Examples of people who may have access to education records as school officials, depending on their official duties, and only within the context of those duties, include university faculty and staff, designated campus colleagues, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of entities under contract with the University.
    - A school official has a legitimate educational interest if the official has a "need-to-know" information from your education record to fulfill their official responsibilities.
  - Upon request, the school also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- 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.

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## Notice for Directory Information

The Family Educational Rights and Privacy Act requires that the University, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the University may disclose appropriately designated "directory information" without consent, both inside and outside the University, unless the student has advised the University to the contrary in accordance with university procedures.

**Directory information** is designated information that is generally not considered harmful or an invasion of privacy if released. The University has designated the following information as directory information:

- Student's name\*
- Local/Residence Hall address\*
- Home and/or cell telephone numbers\*
- Official university email address\*
- College
- Class standing/Classification
- Academic program (degree, major, minor)
- Dates of attendance
- Status (full or part-time registration)
- Degree(s) received
- Honors and awards received
- Participation in officially recognized activities
- Weight and height of members of athletic teams

Because directory information is considered public, the University may release such information to anyone without student consent provided that the student has not requested a directory restriction.

The University of Arizona has designated the following items as limited directory information:

- Student employment information (for example, title, pay rate, dates of employment) – Released by Human Resources only to verify employment for students as well as employees (active and former) to potential employers, landlords, and companies that offer credit instruments (stores, banks, mortgage lenders).
- Date of birth\* – Date of birth is released only to official agencies as required for matching student records.
- Photos or videos of students participating in public events – for example sporting events, concerts, theater performances.

\*The noted (\*) items above can be specifically **restricted by the student using UAccess.**

If the student does not want the University to disclose directory information from the student's education records without prior written consent, the student must notify the Office of the Registrar via the Privacy Restrictions page of UAccess Student. The student's request to opt out of the disclosure of directory information becomes a permanent part of the student's education record and continues after the student is no longer in attendance, unless the student instructs the University in writing, in person or through UAccess Student, to remove the request.

Questions about the release or disclosure of a student's education records under FERPA should be directed to the **Office of the Registrar**. Additional information is available on the **Student & Parent Information** page of our website.

Sincerely,

Alex Underwood  
University Registrar  
The University of Arizona