

[To view this email as a web page, go here.](#)

THE UNIVERSITY OF ARIZONA



Office of the Registrar

September 13, 2024, 4:53 p.m.

Dear Student,

Welcome to the 2024-25 academic year at the University of Arizona. You are receiving this email as a summary of student 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:

- A student has the right to inspect and review their own education records (as defined by the statute), with certain limited exceptions, within 45 days after the university's receipt of a request.
- A student has the right to seek the amendment of their education records in certain circumstances.
 - If a student feels there is an error in their record, they should submit a statement to the Office of the Registrar clearly identifying the part of the record they want to be changed and why it is believed to be 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 the student of the decision and advise the student regarding appropriate steps if they do not agree with the decision.
- A student has the right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Common examples include:
 - Disclosure to "school officials" with a "legitimate educational interest."
 - Examples of people who may have access to education records as school officials 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 a student's 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.
- A student has 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

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 their 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" that is only available to specified persons:

- 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 attending or 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 a student does not want the university to disclose directory information from their education records without prior written consent, they 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 their education record and continues after they are no longer in attendance, unless they instruct 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 Information](#) page on our website.

Sincerely,

Alex Underwood
University Registrar
The University of Arizona

This email was sent to: all students.

[Privacy Statement](#)

Student Services, 1401 E University Blvd., Tucson, AZ 85719, USA
© Copyright 2024 The University of Arizona. All rights reserved.

[Land Acknowledgment](#)

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.