

Subject: Notification of Student Privacy Rights under FERPA, 2014-15

Dear Student:

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

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
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 statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. 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. 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" 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 name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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 written consent, unless the student has advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the University to include this type of information from the student's education records in certain school publications. Examples include:

- UA online directory;
- Dean's list or other recognition lists;
- Commencement programs; and
- Sports activity sheets, such as for basketball, showing height and weight of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The University has designated the following information as directory information:

- Student's name*
- Local/Residence Hall address*
- Local/Residence Hall telephone number*
- 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

The University of Arizona designates the following items as *limited* directory information:

- Student employment information (title, pay rate, dates of employment) - Released by Human Resources 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 only released to official agencies as required for matching student records.
- Student photo - Will only be utilized and/or released to University faculty and staff for attendance, testing, academic advising and identification in health and safety situations

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 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 Registration Office in writing or via [the Privacy Restrictions page of UAccess Student](#). The student's request to opt-out of 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 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 at www.registrar.arizona.edu.