

Did you know...

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

FERPA 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 Registrar, identifying the records you wish to inspect. UAF 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 Registrar, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The 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 UAF 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.

With some exceptions, the University of Alaska does not release student record information without the express written consent of the student.

Information that is considered directory information, however, may be released without the student's consent. At UAF, we consider the following to be directory information:

- names
- dates of attendance at UAF
- programs or major fields of study
- degrees and certificates received (including dates)
- participation in officially recognized university activities
- academic and co-curricular awards, honors and scholarships received (including dates)
- enrollment status
- weight and height of students on athletic teams
- email addresses
- hometowns (city and state)

You have the right to withhold the release of directory information by placing a "Directory Hold" on your record.

- The "Directory Hold" may prevent us from releasing information to verify your enrollment 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, your commencement program or any other university publication.
- A "Directory Hold" applies to all elements of directory information on your record.

A copy of the complete Family Educational Rights and Privacy Act, as well as more details about your rights can be found in the Information Release and FERPA section of the UAF Catalog by visiting:

<https://catalog.uaf.edu/academics-regulations/information-release-ferpa/>.

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

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