

FERPA NOTICE Your Rights as a Student

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, the Privacy Act, or the Buckley Amendment, is a federal law designed to protect the privacy of educational records. FERPA governs and protects your rights to your individual educational records. The primary rights protected under FERPA include:

- Students' rights to review and inspect their educational records;
 - Students' rights to have their educational records amended or corrected;
 - Students' rights to control disclosure of certain portions of their educational records.
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Directory Information (Public Records)

FERPA allows for the release of specified items of information not generally considered harmful or an invasion of privacy if disclosed. UW-Whitewater, in accordance with FERPA, has designated the following categories of information about individual students as public, or directory information. This information will be released to any inquirer unless you specifically request that all of the items on the following list be withheld.

- Name
- Address
- Email address
- Telephone number (excluding cell)
- Dates of attendance
- Enrollment status (full/part time)
- Classification (e.g., sophomore, senior, graduate student)
- Major/minor/degree program
- Degrees and dates of graduation, including anticipated graduation dates
- Previous institutions attended
- Awards and academic honors
- Participation in officially recognized sports and activities
- Physical factors (weight and height) of members of athletic teams

Non-directory information (private records) are items which are considered private, or protected, and cannot be identified as directory information. Such information includes your social security number, race, religion, national origin, gender, grades, and GPA. Records of campus disciplinary proceedings are considered protected with the exception of a crime of violence or of a non-forcible sex offense. FERPA affords the university discretion to disclose the final results of a disciplinary hearing regarding an incident alleged to involve acts of violence or of a non-forcible sex offense to the public. Disclosure to the victim is required.

Preventing Disclosure of Directory Information

You have the right to restrict the release of all directory information. If you wish to do so, you must complete and file the "Request To Prevent Disclosure Of Directory Information" form available in the Registrar's Office (Roseman 2032). The restriction will remain in effect until you file a written notification with the Registrar's Office to have it removed.

Please consider very carefully the consequences of restricting the release of your directory information. Should you decide to restrict the release of your directory information; any future requests for such information from non-university parties or organizations will be refused.

For example, UW-Whitewater could not:

- Release your telephone number to an acquaintance wishing to notify you of a serious illness or crisis in the family;
- Provide enrollment verification to your health insurance provider or a prospective employer;
- Publish your name in the commencement booklet.

Only currently enrolled students are eligible to restrict directory information. If you no longer attend UW-Whitewater, you cannot restrict the release of directory information. If you restrict all directory information while in attendance and leave the university, the restriction continues until you remove the restriction by the same method described above.

Personally Identifiable Information Access Exceptions (As of January 3, 2012)

The U.S. Department of Education's FERPA regulations expand the circumstances under which Federal and State Authorities may allow access to your records and personally identifiable information—including your Social Security Number, grades, or other private information—without your consent. Examples of allowable access are:

- To any third party designated by a Federal or State Authority to evaluate a federal- or state- supported education program;
 - To researchers performing certain types of studies, in certain cases even when we object to or do not request such research;
 - In connection with Statewide Longitudinal Data Systems.
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Parental Notification

If you are under the age of 21, FERPA permits UW-Whitewater to inform your parent/guardian if you are found in violation of alcohol or drug rules.

UW-Whitewater may disclose information from education records, without consent, to appropriate parties whose knowledge of the information is necessary to protect the health or safety of you or other individuals. If you have questions about this policy, please contact the [Dean of Students](#) (262-472-1533).

Educational Record

An educational record is any record (in any medium), with certain exceptions, maintained by UW-Whitewater that is directly related to you as a student. This record can contain your name, several students' names, or information that can personally (individually) identify you. Some exceptions to educational records include:

- Personal notes of faculty and staff
 - Medical and counseling records used solely for treatment
 - University Police Services records
 - Financial records of a parent or spouse
 - Records that only contain information about you after you are no longer a student (e.g., alumni records)
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Legitimate Educational Interest

FERPA allows UW-Whitewater school officials to share your educational record information (public and private information) without your written consent with other UW-Whitewater university officials who have a legitimate educational interest.

Legitimate educational interest means a university official has the need to know specific information in your educational record in order to fulfill his or her professional responsibilities. The school official does not have authorization to transmit, share, or disclose any or all of that information to a third party who does not have a legitimate educational interest.

Respect the Rights of Others

The University of Wisconsin–Whitewater expects that you will respect the rights of faculty and other students as you participate in the educational process. Follow the guidelines below to ensure the privacy of other students:

- When e-mailing groups of students, always use blind carbon copy (Bcc:).
 - Do not post personal information about other students on websites or share personal information via e-mail.
 - If you participate in a course that uses a course management system (e.g., D2L) you may have access to personal information and academic work produced by other students and faculty members. Examples include class lists, discussion board postings, drafts of papers, and other work produced in the course. Do not share information about classmates, course work content, or its authors to anyone outside the course.
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Questions & Complaints

Questions or concerns you have regarding FERPA should be directed to the Registrar’s Office (Roseman 2032 or phone: 262-472-1570).

You have the right to file a complaint with the US Department of Education concerning alleged failures by UW-Whitewater to comply with the requirements of FERPA. The complaint must contain specific allegations of facts providing cause to believe that a violation of FERPA has occurred.

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

For more detailed information concerning the FERPA policy, please refer to the [UW-W FERPA Policy](#) on the Registrar’s Office website.