



# UNIVERSITY of WISCONSIN - EAU CLAIRE

## Annual 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 regarding 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-Eau Claire, in accordance with FERPA, has designated the following categories of information about individual students as directory (public) information. This information will be released to any inquirer unless you specifically submit a "Student Directory Information Restrictions Request Form". See below for more information.

*All data requests for directory information for internal and external organizations are required to be processed by the Records and Registration Office per the Wisconsin's public records law.*

- Name
- Address(es)
- Phone number
- Campus email address (username)
- Major and minors
- Dates of attendance
- Classification (e.g., sophomore, senior, graduate student)
- Enrollment status (full/part time)
- Degrees
- Dates of graduation, including anticipated graduation dates
- Awards and academic honors
- Most recent previous institution attended
- Participation in officially recognized activities and sports
- Athletes' weight/height

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.

*Instances in which prior written consent is not required for release of non-directory information:*

- In connection with a health or safety emergency
- In accordance with a lawful subpoena or court order (including *ex parte* orders under the *USA Patriot Act*)
- Disclosure to organizations conducting studies for, or on behalf of, the institution
- Disclosure to accrediting organizations

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### Restricting Disclosure of Directory Information

You have the right to restrict the release of some or all of your directory information:

- Phone Number(s) Only – restricts release of all phone numbers
- Address(es) Only – restricts release of your physical address
- All Academic and Biographical Information – restricts release of all directory information

*Please note: selecting this option will result in the University not being able to verify enrollment/graduation data to prospective employers and/or newspapers.*

If you wish to do so, you must complete and submit the "[Student Directory Information Restrictions Request eForm](#)". The restriction will remain in effect until you file written notification with the Blugold Central to have it removed.

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

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## Parental Notification

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

If you have questions about this policy, please contact the Dean of Students Office (715-836-5626).

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## Educational Record

An educational record is any record (in any medium), with certain exceptions, maintained by UW-Eau Claire that is directly related to you as a student. This record can contain your name, several student 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 (privacy covered under HIPPA Act)
  - University Police 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-Eau Claire school officials to share your educational record information (public and private information) without your written consent with other UW-Eau Claire 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.

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## Respect the Rights of Others

UW-Eau Claire 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.
  - If you participate in a course that uses a course management system (e.g., Canvas) 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 (Old Library 1108 or phone: 715-836-4325). For more detailed information concerning the FERPA policy, please refer to the [Student Privacy Rights \(FERPA\)](#) website.

You have the right to file a complaint with the US Department of Education concerning alleged failures by UW-Eau Claire 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.

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

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