

Annual Notification of Student Privacy Rights under FERPA and Notice of Public Information

October 10, 2017

Dear Student:

The Office of the Registrar would like 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.

A student has the right to:

1. inspect and review the student's own records;
2. request correction of the student's own records;
3. grieve an alleged violation of privacy rights;
4. consent to disclosures of personally-identifiable information contained in student records, except to the extent that disclosures without consent are authorized under FERPA; and
5. file with the United States Department of Education a complaint concerning alleged failures by the campus to comply with the requirements of FERPA.

Release of student record information is generally not done at the University of California, Santa Cruz without the expressed, written consent of the student. There are, however, some exceptions.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by UC Santa Cruz in an administrative, supervisory, academic, research or support staff position (including law enforcement and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of UC Santa Cruz who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UC Santa Cruz.

Another exception is that the Office of the Registrar provides student contact data of students without a Non-Release of Public Information (NRI) to U.S. military recruiters under the guidelines of the Solomon Amendment.

UCSC Core Google Apps are governed by a contract between the University of California and Google. This means that applications such as Google Mail and Calendar are compliant with the FERPA regulations. However, additional Google Consumer Apps are governed by a contract between you and Google. If you would like to use the Consumer Apps with your UCSC account, you will need to agree to Google's Terms of Service and Privacy Policy, which may or may not adhere to the University's privacy of student records policy. Use of these Apps may make student record information available to the public. For more information, please see the [UCSC Google Apps information page](#).

Public information includes the following, and may be released without the student's consent: name, campus email address, local telephone number, college, division, department, field(s) of study (including major, minor, concentration, specialization, and similar designations), class level (e.g. frosh, senior), dates of attendance, number of credits enrolled in the current term, degrees and honors received, and name, weight and height of participants on intercollegiate athletic teams. Name, local phone number (if provided) and campus email address are published in the UC Santa Cruz campus directory.

Please note that you have options regarding the release of public information.

1. You may request that your name, phone number and email address not be listed in the campus directory.
2. You may request a Non-Release of Public Information (NRI), which limits the release of public information. UC Santa Cruz receives many inquiries for public information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having an NRI on your record will preclude release of such information.
3. If you have requested an NRI, you may still elect to have your information available for commencement programs and honors lists.

You may request any of the above restrictions by logging in to your Student Center and following [these instructions](#). More information about [FERPA and privacy of student records](#) may be found on the Office of the Registrar's website.

For information about personal privacy settings, see [FAQs for Students: Personal and Privacy Information](#).

Sincerely,

Office of the Registrar