

September 24, 2012

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

Dear Sammy Slug:

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 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. Legitimate educational interest means a campus official, acting in the student's educational interest, who needs the information in the course of performing advisory, instructional, supervisory, or administrative duties for the University. 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 of California, Santa Cruz.

Public information includes the following, and may be released without the student's consent: name, local address, e-mail address, local telephone number, college, division, department, major, minor, 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, phone number, and e-mail address are published in the UCSC Campus Directory.

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

- 1) You may request that your name, phone number and e-mail 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. UCSC 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.

More details about FERPA and privacy of student records may be found at
<http://registrar.ucsc.edu/records/privacy/index.html>

For information about personal and privacy information, including how to update privacy settings, see
<http://registrar.ucsc.edu/faqs/students/personal-info.html>

Sincerely,

Office of the Registrar