



## UCSC Policy on Privacy of Student Records: A Quick Reference

Many University employees with a “legitimate interest” have access to students’ personal and academic records. We are obligated to protect the privacy of the student records to which we have access. The disclosure of information from student records is governed by the federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is intended to protect the student’s right to privacy.

What are student records and what can be disclosed to parties other than the student? Student records maintained by UC or another group acting for UC include, but are not limited to, transcripts (grades), exam papers, test scores, evaluations, and financial aid records.

The following are **NOT** considered student records:


- ✓ Applicant records
- ✓ Campus police records created and maintained solely for law enforcement purposes
- ✓ Health records which are created, maintained, or used only in connection with treatment
- ✓ Alumni records when employment does not result from, and does not depend upon, the fact that an individual is student
- ✓ Personal records of instructional, supervisory, and administrative personnel, which are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other individual

Student records information falls into two general categories:

1. Public information, to which third parties\* have access, and
2. Confidential information, to which third parties may have access **ONLY** if the student provides explicit written authorization.

\*anyone other than the record custodian and the student about whom the information pertains

### Public Information for Students Without NRI

UCSC has defined the following items as public information which may be released from student records to any person **UNLESS** the student has requested *Non-Release of Public Information*, indicated in Academic Information Systems (AIS) by this  symbol. No other information may be released without the written consent of the student.

**When you receive an inquiry for information which is considered public information, determine the student's last quarter of attendance, then refer to the chart below:**

**If the student is new**, beginning with the first day of the quarter, university officials may release name and college affiliation. Beginning on the first day of instruction, all items of public information may be released unless an NRI has been filed. Prior to the first day of the quarter no information will be released.

**If the student is currently enrolled** or if the university is between quarters, and the student is activated to the upcoming quarter, you may release items defined as public information with the exception of credits currently enrolled if it is between quarters.

**If the student is no longer enrolled**, i.e., the last quarter shown on the Student Term Search page is prior to the current quarter, you may release the items indicated below.

<b>Public Information Quick Reference Chart for Students Without NRI (Non-Release of Information)</b>	<b>New Student – before the quarter begins</b>	<b>New Student – first day of the quarter until first day of instruction, then follow continuing student</b>	<b>Continuing Student</b>	<b>No longer enrolled</b>
<b>Student Name</b>	NO	YES	YES	YES
<b>Telephone Numbers</b>	NO	NO	YES	NO
<b>Campus E-mail Address</b>	NO	NO	YES	NO
<b>College</b>	NO	YES	YES	YES
<b>Division</b>	NO	NO	YES	YES
<b>Department</b>	NO	NO	YES	YES
<b>Field(s) of Study (including major, minor, concentration, specialization, and similar designations)</b>	NO	NO	YES	YES
<b>Class Level (e.g., frosh, senior)</b>	NO	NO	YES	YES
<b>Dates of Attendance</b>	NO	NO	YES	YES
<b>Number of Credits Enrolled Current Term</b>	NO	NO	YES	NO
<b>Degrees and Honors</b>	NO	NO	YES	YES
<b>Name, Weight, Height of Intercollegiate Athletes</b>	NO	NO	YES	NO

Student names, phone numbers, and e-mail addresses are published in the UCSC Campus Directory. Students without an NRI may choose to not release this information to the Campus Directory. All other information contained in a student record is considered confidential.

## Examples of Information Not Defined as Public Information

- ✓ grades and GPA
- ✓ number of credits completed
- ✓ social security number
- ✓ student number
- ✓ anticipated graduation
- ✓ date of birth
- ✓ student schedule
- ✓ student ID photo

If you are unsure, or where the law is silent, the campus is guided by two principles:

- 1) The privacy of an individual is of great weight—in other words: “When in doubt, maintain confidentiality.”
- 2) The information in a student’s record should be disclosed to the student on request.
- 3) If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is “necessary to protect the health or safety of the student or other individuals.” This includes releasing information to school officials at another institution. In such a situation, consultation with the Office of the Registrar is recommended.

Each department that maintains student records and each individual who has access to that information is responsible for the confidentiality of the information.

### Requesting Non-Release of Public Information (NRI)

Students may request non-release through the Academic Information System (AIS). The NRI remains in effect until the student requests, using AIS, that it be rescinded. For students with an NRI, no information may be released. The appropriate response to a request for information about a student with an NRI is “We have no information regarding a person by that name.”

A school official may assist a student with an NRI so long as the identity of the student can be verified. FERPA states that social security number and date of birth are “not considered reasonable” methods to authenticate the individual’s identity. Instead, you may check the student’s state or University-issued photo id, or ask a combination of identifying questions that are very specific to the student, such as student ID number in combination with classes completed and grades; current class schedule including day, time, building and instructor; or permanent address information. Students with an NRI can elect to release information to Dean’s/Honors Lists and Commencement Programs through AIS.

Take the FERPA training! Go to <http://registrar.ucsc.edu/records/privacy/> and click the “Take the FERPA Training!” link.

Call or e-mail the University Registrar at **831-459-4412** or e-mail **registrar@ucsc.edu** if you have any questions regarding the privacy of student records.

For answers to FERPA FAQs, students should go to <http://registrar.ucsc.edu/faqs/students/personal-info.html> and faculty and staff should go to <http://registrar.ucsc.edu/faqs/faculty/privacy/index.html>.