

## **UW REGULATION 8-243**

### **Official Student Records and FERPA**

#### **I. PURPOSE**

To establish policies and procedures for implementing various provisions of Federal law, including the Family Educational Rights and Privacy Act (FERPA), and to provide a definition of official student records which are subject to such policies and procedures. The policy, "UW Policies Relating to the Family Educational Rights and Privacy Act," is attached as Appendix A.

#### **II. GENERAL INFORMATION**

The University may require individuals applying for admission to the University and students enrolled in the University to provide certain information as is required for University purposes. FERPA establishes requirements and limitations with regard to a student's right of access to his University records and the dissemination of information contained in such records. The University's failure to comply with FERPA may result in the loss of certain federal funds which the University would otherwise be entitled to receive. The University has established this Regulation and the attached policy to govern the use and disclosure of such information, and all University personnel shall comply with the provisions contained therein.

#### **III. OFFICIAL EDUCATIONAL RECORDS**

- A.** In the course of conducting University business, various academic and administrative units of the University must obtain information from students or applicants for admission. Whenever a University officer, or a University unit, requires that a student provide information which is recorded in any form, the recorded information shall be considered part of the student's educational record subject to the provisions of the policy. Educational records do not need to be kept indefinitely. Rather, the recorded information should be destroyed by the responsible officer when it no longer serves the need and purpose for which it was established or for which it is maintained.
  
- B.** The Registrar is charged with responsibility for the establishment, maintenance and custody of the academic record of students earning credit from the University. Incident to a student's application for admission or enrollment, the Registrar is also responsible for obtaining such data pertaining to the student as is necessary for general University purposes. Information in the custody of the Registrar may be disclosed pursuant to the procedures set forth in this Regulation to University personnel who have a legitimate educational interest in the record or to such other persons designated by the student, this Regulation or the attached policy.

- C. Transcripts of academic records shall contain only information about academic status, but may include notations as to any suspension or dismissal from the University. Transcripts and grades shall be available only to University personnel who have a legitimate educational interest in the record or to such other persons designated by the student, this Regulation, or the attached policy.
- D. The Dean of Students Office shall maintain student disciplinary records and other matters pertaining to judicial affairs. Those records that relate to disciplinary actions may be released by officials of the University only (1) upon the consent of the student concerned, or (2) pursuant to one of the enumerated exceptions to required student consent set forth in the attached policy.

All requests for an educational record containing a student's personally identifiable information shall be submitted in writing to the Registrar and may contain the following:

1. Type of information desired and date needed.
2. The legitimate interest the person has for requesting or obtaining the information and the purpose for which it will be used.
3. The name of the person who has requested and will be responsible for the receipt, custody and use of the data.
4. Period of use of the printout or other personally identifiable listing and the contemplated date and method for destruction of the material.
5. Approval of the request by the appropriate Supervisor.

- E. Any University officer whose unit needs to maintain official student educational records shall prepare a description of the information maintained, the purposes for which it is used, and the period of time for which it is kept.

#### **IV. COMPLIANCE**

The responsibility for compliance with this Regulation and attached policy rests with each University officer who is (1) required by University regulations or policy to gather personally identifiable information, or (2) who determines that the needs of his unit require the gathering of or maintenance of personally identifiable student information. Each such University officer is deemed to be the custodian of such information and is responsible for its use and disclosure in a manner consistent with this Regulation and the attached policy. The

determination as to whether University personnel have a legitimate educational interest in the record maintained by the Registrar is made by the applicable Supervisor who approves a request submitted to the Registrar, and the supervisor is responsible for the information delivered in response to the request. Each such University officer shall establish appropriate procedures and instructions to personnel who handle student educational records to assure compliance with the provisions of this Regulation. Any employee's willful unauthorized release of personally identifiable student information in violation of this Regulation or policy shall result in discipline, up to and including termination.

## **V. NOTIFICATION**

The annual notice to students required by FERPA shall be included in the current Class Schedule and policies or other information regarding FERPA shall be posted online at <http://www.uwyo.edu/registrar/ferpa/index.html>.

### **Source:**

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