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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Student Education Records and FERPA

**Number:** UW Regulation 2-205

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## I. PURPOSE

To establish general policies and procedures for implementing various provisions of State and Federal law, including the Family Educational Rights and Privacy Act (FERPA), and to provide a definition of student education records which are subject to such policies and procedures.

## II. GENERAL INFORMATION

University personnel may obtain and maintain personally identifiable and protected academic information related to students applying for admission and enrolled in the University. FERPA establishes requirements with regard to a student's right of access to these records as well as regulations regarding the dissemination of information contained in such records by University personnel or its agents. Disclosure of personally identifiable student education record information by University personnel to third parties is generally prohibited without the consent of the student or application of an enumerated exception set forth in FERPA. 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. To this end, the University has established this Regulation to govern the use and disclosure of such information as well as provide the process by which students may access their education record. All University personnel shall comply with the provisions contained herein.

## III. STUDENT EDUCATION RECORDS

A. In the course of conducting University business, various academic and administrative units of the University will obtain and maintain information from students or applicants for admission. With certain exemptions per FERPA, education records are those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. A student's education record may include, but is not limited to: transcripts, grades, class lists, course schedules, student financial information, and discipline files.

Education records do not need to be kept by the University 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.** Student education records shall fall into either of two categories: academic records or student disciplinary records.

**1. Academic Records**

The Registrar is charged with responsibility for the custody, management, maintenance and protection of academic records of students earning credit from the University. Academic records contain information about a student's standing maintained by various units and/or academic personnel within the institution, but may also include notations as to any suspension or dismissal 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.

Academic record information, including transcripts and grades, may generally only be disclosed: 1) to University personnel who have a legitimate educational interest in the record; 2) to a requesting student or other individual designated by the student or; 3) pursuant to one of the enumerated exceptions to required student consent as described under FERPA.

**2. Student Disciplinary Records**

The Dean of Students Office is charged with the custody, management, maintenance and protection of student disciplinary records and other matters pertaining to judicial affairs.

Those records that relate to disciplinary actions may generally only be disclosed: 1) to University personnel who have a legitimate educational interest in the record; 2) to a requesting student or other individual designated by the student or; 3) pursuant to one of the enumerated exceptions to required student consent as described under FERPA.

**IV. COMPLIANCE**

The Office of the Registrar and the Dean of Students Office shall serve as the primary custodians of all student education records, and shall establish administrative policies and procedures for the protection of personally identifiable student information. The determination as to whether University personnel have a legitimate educational interest in student education records shall be made by the applicable custodian and must be approved by the Supervisor in accordance with the personnel's demonstrated business purpose. Supervisors shall establish appropriate procedures and instructions for 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/>.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** 20 U.S.C. § 1232g; 34 CFR Part 99

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Appendix A to UW Regulation 2-205

**History:**

University Regulation 243, Revision 1; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 11/14/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 8-243, now UW Regulation 2-205

Revisions adopted 3/25/2021 Board of Trustees meeting