

# POLICY STATEMENT ON FERPA

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## University of North Alabama Policy Statement on Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that regulates how students' educational records are maintained and under what provisions certain student records can/should be released. Throughout primary and secondary education, rights related to students' educational records belong to parents or legal guardians of the student. When a student becomes 18 years of age or enters postsecondary education, these rights transfer to the student.

In accordance with FERPA, students of the University of North Alabama are hereby informed of their right to access their official records as described in the Act. A student may examine his/her official academic record during working hours in the Registrar's Office upon presentation of appropriate PICTURE identification.

The following is a list of directory information that may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance:

1. Name;
2. Permanent and local addresses;
3. Telephone listing;
4. Major fields of study;
5. Dates of attendance;
6. Degrees and awards received;
7. High school and other colleges and universities attended;
8. Participation in officially recognized organizations, activities, and sports;
9. Weight and height of members of athletic teams;
10. Photographs; and
11. E-mail addresses.

Students who wish to withhold Directory Information should file such a request in the Office of the Registrar prior to the end of the registration period for any given term.

FERPA also provides exceptions for release of information under certain circumstances. As provided for under FERPA, UNA notifies parents/guardians when certain violations of the Student Code of Conduct occur (<http://www.una.edu/student-conduct/policies/parental-notification.html>.) A more complete statement of student rights under FERPA is available on the Department of Education website at <http://www2.edu.gov/policy/gen/guid/fpc/ferpa/index.html>.