

ANNUAL NOTIFICATION TO STUDENTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) FOR POST-SECONDARY INSTITUTIONS

FERPA stands for the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, FERPA affords eligible students certain rights with respect to their own educational records. Among these rights are the following:

1. The right to inspect and review the student's education records;
2. The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;
3. The right to provide written consent to disclosure of those records, subject to exceptions;
4. The right to opt out of making directory information available without consent; and,
5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by UWM to comply with the requirements of FERPA.

An eligible student is defined as a student who is currently attending UWM or has been in attendance. FERPA does not apply to applicants to a school or college at UWM who have been admitted but who have not actually been in attendance. It does apply to students attending any educational program at UWM, whether credit, non-credit, degree or non-degree.

How to Inspect and Review Your Education Records

Since UWM does not have a centralized system of education records, an "eligible student" must make a written request to the administrative person charged with the maintenance and control of the records the student wishes to inspect. A list of the titles and addresses of the personnel responsible for records maintained by UWM appears in UWM's [FERPA manual](#).

How to Request Amendment of Your Education Records

A student who wishes to ask UWM to amend a record should write the UWM official responsible for the record (see the link provided above), clearly identify the part of the record the student wants changed, and specify why it should be changed. If UWM decides not to amend the record as requested, UWM will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Education Records With and Without Consent

Generally, UWM must have a student's consent before releasing a student's educational records. However, FERPA provides a number of exceptions which allow UWM to disclose a student's education records without consent, which are outlined further in UWM's [FERPA manual](#). For

example, FERPA allows UWM to disclose a student's education records without prior consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

UWM also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

Directory Information Defined

Directory Information means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. UWM has designated the following types of information as "directory information":

- 1) Student's name, address (mailing, home, E-mail), telephone number;
- 2) Date (month and day) and place of birth;
- 3) Designation of school/college and level in that school;
- 4) Major field of study;
- 5) Dates of attendance, including whether or not currently enrolled;
- 6) Campus;
- 7) Enrollment status, including semester credit load and part/full time status;
- 8) Degrees earned and dates of graduation (includes anticipated graduation dates);
- 9) Honors and awards received, including for example, receipt of a scholarship or fellowship, inclusion on a Dean's list, or receipt of other academic awards;
- 10) Participation in officially recognized activities and sports;
- 11) Height and weight of members of athletic teams;
- 12) Previous educational institutions attended;
- 13) Enrollment Delivery Mode*.

** Effective Spring 2018*

UWM generally discloses “directory information” about students upon request, without prior consent of the student whose information is requested. However, a student who is currently in attendance may direct UWM to refuse the disclosure of his or her student education records as directory information. To opt out of making directory information available without prior consent, current students should contact the Registrar’s Office, Mellencamp Hall, Room 274.

Students who restrict directory information should be aware that such restrictions remain in effect even after students graduate or cease enrollment. Some students have experienced considerable inconvenience by restricting their directory information because the University is unable to verify degrees earned, dates of attendance or enrollment status to any third parties (including potential employers) while the restriction is in effect. To remove directory information restriction, students must contact the Registrar’s Office, Mellencamp Hall, Room 274.

Filing a Complaint

Students who feel that UWM has failed to comply with the requirements of FERPA may contact [Kristin Ann Hildebrandt](#), Associate Registrar, to notify UWM of those concerns or may contact the federal office that administers FERPA at:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-5901