

Dear Student:

In accordance with Federal regulations, this notification provides you with 1) a summary of your rights under the Family Educational Rights and Privacy Act (FERPA); 2) Information about *school officials*; 3) definitions of *directory information* and your right to prevent its disclosure, and 4) basic procedures for exercising certain FERPA rights.

Your Rights Under FERPA:

1. The right to access, inspect, and review your education records.
2. The right to request an amendment of your education records if you believe information is inaccurate, misleading, or otherwise in violation of your privacy or other rights. This includes the right to a hearing if your request for amendment is denied.
3. The right to provide written consent before disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent, as is the case with School Officials.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Exception to Written Consent: School Officials

School officials are those members of the institution who act in the student's educational interest within the limitations of their "need to know." These may include faculty, administration, clerical and professional employees, and other persons who manage student education records information including student employees or agents. It may also include contractors, volunteers, and others performing institutional functions.

UVU does not need your written consent to release your education records information to school officials who have a "legitimate educational interest." A school official has a legitimate educational interest if the official has a "need to know" information from your education records to fulfill their official responsibilities for the university.

Directory Information

Directory information is information contained in your education records that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information at UVU is name, student ID, telephone number(s), UVU email address, photographs, participation in officially recognized activities and sports, weight, and height of members of athletic teams, home city and state, verification of current enrollment, dates of enrollment, degrees conferred (including dates of conferral), major or field of study/concentration, and honors received.

Directory information may be released without your written consent unless you exercise your right to withhold its release. If you choose to exercise your right to withhold directory information, the following consequences exist (not an exhaustive list):

- University personnel cannot discuss anything with you over the phone or even confirm your enrollment at UVU unless you first volunteer your UVID and security phrase. If you do not or cannot volunteer this information over the phone, you must appear in person or contact us via email with your UVU student email address.
- Information regarding your student status will be suppressed, so that if a student loan company, prospective employer, family member, or anyone else enquires about you, they will be informed that we have no record of your attendance or existence at UVU.
- Your name will not appear on Dean's Lists.
- Your name will not appear in the UVU graduation/commencement publications.

A "No Release" applies to all elements of directory information on your record. Utah Valley University does not apply a "No Release" differentially to the various directory information data elements.

Procedures

The following are the basic procedures for exercising your rights under FERPA. Contact the Registrar's Office for additional details.

Procedure: Inspect and Review your Records

Many of your education records are available to you electronically through the UVU student portal. If you cannot review your records online, or certain records are not found online, submit a written request (from your assigned student email address, or on paper with your signature) to the Registrar's Office identifying the records you wish to inspect (contact information below). The Registrar's Office will make appropriate arrangements for access and notify you of the time and place where the records may be inspected. Under FERPA, the Registrar has 45 days to comply with your request. Note that the Registrar's Office does not have to provide you with a copy of your records to keep except for your official transcript which you can purchase at any time.

Procedure: Request an Amendment to your Records (and Request a Hearing)

If you believe information in your education records is inaccurate, misleading, or otherwise in violation of your privacy or other rights, you can submit a written statement to the Registrar's Office clearly identifying the part of the record you want changed and why you believe it is inaccurate, misleading, or in violation of your rights. The Registrar's Office may request additional information or action from you to facilitate this request.

The Registrar's Office will always notify you of the decision in writing. If the Registrar's Office decides not to amend the record as requested, you have the right to request a hearing.

Procedure: Provide Written Consent

If you wish to provide written consent for UVU to share certain information from your education records with others, two methods may be used.

1. Add a delegate to your student account via the Student Information Release Authorization (SIRA) system (<https://apps.uvu.edu/sira>). Adding a delegate allows UVU employees to discuss and share certain information from your education records with another person of your choice. This is generally ongoing access, though it can be expired or revoked at any time.
2. Give one-time consent for a very limited purpose and duration. <https://www.uvu.edu/registration/ferpa>.

Procedure: Withhold Directory Information

You may request your directory information to be blocked/withheld at any time through the Student Information Release Authorization (SIRA) system (<https://apps.uvu.edu/sira>). Contact the Registrar's Office for more information.

Procedure: File a Complaint with the U.S. Department of Education

<https://studentprivacy.ed.gov/file-a-complaint>.

Additional Information

More information on FERPA is available from the Registrar's Office. Please feel free to contact us at any time:

UVU Registrar's Office

Call: (801) 863-8468

Text: (801) 876-6499

Email: registration@uvu.edu

Visit: Browning Administration (BA) 113 (near the Hall of Flags)

Mail: Registrar's Office, 800 West University Parkway, Orem, UT 84058, MS 213

Student Information Release Authorization (SIRA) system: <https://apps.uvu.edu/sira>.