

FERPA — Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirement regarding the privacy of student records. FERPA governs the release of these records (known as education records) maintained by an educational institution and access to these records.

Disclosure of Student Records

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the California Information Practices Act, and the *University of California Policies Applying to the Disclosure of Information from Student Records*, students at UCLA have the right to

1. Inspect and review records pertaining to themselves in their capacity as students, except as the right may be waived or qualified under Federal and State Laws and University Policies
2. Have withheld from disclosure, absent their prior written consent for release, personally identifiable information from their student records, except as provided by Federal and State Laws and University Policies
3. Inspect records maintained by UCLA of disclosures of personally identifiable information from their student records
4. Seek correction of their student records through a request to amend the records or, if such request is denied, through a hearing (see UCLA Procedure 220.1)
5. File complaints with the U.S. Department of Education regarding alleged violations of the rights accorded them by the FERPA

Personally Identifiable Directory Information

UCLA, in accordance with Federal and State Laws and University Policies, has designated the following categories of personally identifiable information as "directory information" which UCLA may release and publish without the student's prior consent: name, address (local/ mailing, permanent, and/or e-mail), telephone numbers, major field of study, dates of attendance, enrollment status, grade level, number of course units in which enrolled, degrees and honors received, the most recent previous educational institution attended, participation in officially recognized activities (including intercollegiate athletics), and the name, weight, and height of participants on intercollegiate athletic teams.

In addition to the directory information described above, information related to students' Social Security number, sex, and marital status, and the name(s), address(es), and telephone number(s) of their parents or next of kin are made available to the UCLA External Affairs Department for use in alumni, development, and public relations activities. To restrict the release of this additional information, complete a Request for External Affairs Information Restriction form available from Enrollment and Degree Services, 1113 Murphy Hall.

UCLA FERPA Restriction Request

Students who do not wish certain items (i.e., name, local/ mailing, permanent, and/or e-mail address, telephone numbers, major field of study, dates of attendance, number of course units in which enrolled, and degrees and honors received) of this "directory information" released and published may so indicate through URSA (<http://www.ursa.ucla.edu>). To restrict the release and publication of the additional items in the category of "directory information," complete the UCLA FERPA Restriction Request form available from Enrollment and Degree Services, 1113 Murphy Hall.

Inspection of Records

Student records which are the subject of Federal and State Laws and University Policies may be maintained in a variety of offices, including the Registrar's Office, Office of the Dean of Students, UCLA Career Center, Graduate Division, and the offices of a student's College or school and major department. Students are referred to the *UCLA Telephone Directory* which lists all the offices that may maintain student records, together with their campus address and telephone number. Students have the right to inspect their student records in any such office subject to the terms of Federal and State Laws and University Policies. Inspection of student records maintained by the Registrar's Office is by appointment only and must be arranged three working days in advance. Call (310) 825-3801 or inquire at Academic Record Services, 1134 Murphy Hall.

A copy of Federal and State Laws, University Policies, and the *UCLA Telephone Directory* may be inspected in the office of the Information Practices Coordinator, 600 UCLA Wilshire Center. Information concerning students' hearing rights may be obtained from the Office of the Dean of Students, 1206 Murphy Hall.

Additional Information: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/>