

The University of Alaska Fairbanks Registrar's Office is responsible for keeping student education records. A complete copy of the university policies regarding access to student records under the **Family Educational Rights and Privacy Act of 1974 (FERPA)** is available at <http://www.w.alaska.edu/student-services/ferpa/>

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA.

Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student's education records to perform work appropriate to their position.

No other information from a student's education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

### **Directory Information**

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of the Registrar.

No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate.

The names of students who have requested their directory information be withheld will not appear in the published university chancellor's and dean's lists.

The following is considered directory information:

1. Name
2. E-mail address
3. Home city and state
4. Weight and height of students on athletic teams
5. Dates of attendance at UAF
6. Program/major field(s) of study
7. Degrees and certificates received, including dates

8. Participation in officially recognized university activities
9. Academic and co-curricular honors, awards and scholarships received, including dates

### **Honors and Scholarships**

Names of students receiving awards, scholarships or appearing on the dean's list or chancellor's list are released to the media unless a student has either requested that directory information not be released or has submitted a written request to the Office of Marketing and Communications not to release honors information by five working days after the end of the semester in which the honors were earned.

*(taken from UAF 2008-2009 Catalog)*

Additionally, the UAF Registrar's Office now has two **FERPA-related forms** on their website.

1) The [Request to Withhold or Release Directory Information](#) (PDF 84K) is an enterable PDF form that students can use if they want to have their directory information not disclosed or if they want to release the hold so that their directory information is public.

2) The [FERPA Release Form](#) (PDF 92K) is a form that needs to be printed out and filled in by the student if the student wants another person (spouse, parent, guardian, etc.) allowed access to all of the student's records, like academic history or account balances.