

Student Records

Change of Student Information

Change of local, permanent, and emergency contact addresses, name, or other information affecting the student's permanent academic record may be completed by using the [Contact and Privacy Info Wizard](#) through [MyUWF](#).

Death of a Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University of West Florida's policy regarding the disposition of records held pertaining to a deceased student states that the privacy interests of an individual expire with that individual's death.

Student Educational Records

The University of West Florida ([UWF REG 3.017](#)) complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Florida Statutes ([s.1002.225](#) and [s.1006.52](#)) related to the release of student education records.

Student's "education records" are comprised of any written information or recorded data maintained by the University, or by an entity acting on behalf of the University, that is directly related to a student who is or has been in attendance at the University. A student is deemed to be "in attendance" at UWF when the student registers for classes the first time. Thereafter, a student is deemed to be "in attendance" during all periods of enrollment, including between semesters, during University holidays, and during periods of suspension. These designations of "in attendance" are for the limited purposes of the application of FERPA rights at the University of West Florida only. In accordance with Florida Statutes ([s.1006.52](#)), records of applicants as defined therein are included in the term "education records."

The following is a non-exhaustive list of categories of educational records along with the University custodian who maintains the records:

- a. Academic Records (Departmental) - Faculty Chairpersons and Deans.
- b. Academic Records (Permanent) - University Registrar.
- c. Career Services - Director, Career Services.
- d. Continuing Education Records - Director, Continuing Education.
- e. Disciplinary Records - Vice President for Academic Engagement and Student Affairs.
- f. Financial Aid Records - Director, Student Financial Aid.
- g. Housing Records - Director, University Housing.
- h. Student Activities (including Athletics) - Vice President for Academic Engagement and Student Affairs.

The following are categories of records that are not education records as defined by FERPA and this regulation:

- a. Sole Possession Records - Records maintained by individual University personnel that are solely in their possession and are not accessible or revealed to others.
- b. Law Enforcement Records - Records maintained by University police that are for law enforcement purposes.
- c. Employment Records - Records maintained by University employees that relate solely to the student as an employee and are not available for any other purpose.

- d. Treatment Records - Records maintained by University medical or psychological personnel that are solely for treatment and/or counseling purposes.
- e. Alumni Records - Records maintained by University personnel which contain only information relating to persons after they have graduated from the University.
- f. Peer Graded Records - Grades on peer-graded papers before they are collected and recorded by a teacher, instructor, or professor.

FERPA provides certain rights to university students concerning their student educational records. Students are notified annually of their rights in association with the student education records (see Annual Notification of Student Records and Directory Information below).

[*20 U.S.C. s 1232g; s.1002.225; s.1006.52; UWF REG 3.017](#)

Students may file a complaint with the U.S. Department of Education concerning alleged failure by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FERPA also permits the University to release a student's education records without the prior consent of the student under certain circumstances. Those circumstances are summarized as follows:

- The disclosure is to other school officials who have legitimate educational interests;
- The disclosure is to officials of another school, school system, college or university where the 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;
- The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary, or state and local educational authorities;
- The disclosure is in connection with financial aid for which the student has applied or received;
- The disclosure is to state and local authorities to whom this information is specifically allowed to be reported;
- The disclosure is to organizations conducting studies for educational agencies;
- The disclosure is to accrediting organizations to carry out their accrediting functions;
- The disclosure is to parents of a dependent student, as defined by the IRS;
- The disclosure is to comply with a judicial order or subpoena;
- The disclosure is in connection with a health or safety emergency;
- The disclosure is information designated as "directory information";
- The disclosure is to the parent of a student who is not an eligible student or to the student;
- The disclosure includes only the final results of the disciplinary proceeding with respect to an alleged crime or offense, regardless of whether the institution concluded a violation was committed, and is to the victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense;
- The disclosure is in connection with a disciplinary proceeding and it is determined that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; the student has committed a violation of the institution's rules or policies with respect to the

allegation made against him or her; and the institution does not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student;

- The disclosure is to a parent of a student at the university regarding the student's violation of any federal, state, or local law, or of any rule or policy of the university governing the use or possession of alcohol or a controlled substance; or
- The disclosure concerns sex offenders, and the information was provided to the university under applicable federal statutes and guidelines.

Student Right-To-Know Information

In compliance with the Student-Right-To-Know legislation ([20 USC 1001: Education](#)), data is available in the Dean of Students Office, (850) 474-2384.

Student Photos

Student photos are provided to faculty on electronic class rosters to assist in identifying students, personalizing the class experience, verifying attendance, and other class-related issues. Photos are used strictly for educational reasons, are confidential, and may not be published or released in any other context.

Directory Information

Directory information will be released for public records requests and for other requests, unless otherwise specified by the student.

Under the provisions of the Family Education Rights and Privacy Act (FERPA), students have the right to withhold disclosure of directory information. The information listed below has been designated by the University as directory information and will be released or published by the University unless the student has submitted a request for "non-release" to the University by using the [Contact and Privacy Info Wizard](#) through [MyUWF](#).

- Name (legal and preferred)
- Address (local and permanent)
- Enrollment Status (undergraduate or graduate, full-time or part-time)
- E-mail Address (UWF assigned)
- Telephone number (current local and permanent)
- Major field of study
- Participation in officially recognized activities and sports, including the birthdate, place of birth, weight and height of members of University athletic teams
- Dates of attendance at UWF
- Degree(s) earned at UWF
- University recognized Degrees, Certificates, Thesis/Dissertation Titles, Awards and Honors received (including Dean's List and President's List)
- Grade classification (Freshman, Sophomore, Junior, Senior or Graduate Student)
- Most recent previous educational agency or institution attended

Students may choose to restrict their directory information through the Contact and Privacy Information section in their [MyUWF](#) account.

*[UWF REG 3.017](#)

Full Confidentiality Hold

In rare cases, a student may need additional privacy protection that is not covered in suppressing their directory information (see Directory Information section above). If a student elects to have the Office of the Registrar place a Full Confidentiality Hold on their record, it means that the student's entire educational record will be suppressed and that they will not be able to discuss any part of their educational record with UWF staff remotely (telephone, email, FAX, or regular mail) but instead will have elected to have all conversations about their educational record in person.

See the [Privacy section of Using the Contact and Privacy Info Wizard](#) for details.

It is important to remember that by choosing this option or withholding Directory Information above, other areas related to the student record may be affected. Some of these areas include, but are not limited to, all future requests for Directory Information from non-institutional persons or organizations will be denied; degree or enrollment verifications for future employment through the National Student Clearinghouse will not be available; etc.