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 (https://confluence.uwf.edu/x/xwEhAg) through MyUWF (https://my.uwf.edu).

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 state 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 (http://uwf.edu/offices/board-of-trustees/regulations)) complies with the Family Educational Rights and Privacy Act (FERPA) and Florida Statute (s.1002.225 (http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1002/Sections/1002.225.html)) related to the release of student educational records.

Student educational records comprise any written information or recorded data maintained by the University, or by an entity acting on behalf of the University, which 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 she or he registers for classes the first time. Thereafter, a student is deemed to be “in attendance” during all periods of enrollment, including between semesters, 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.

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

1. Academic Records (Departmental) – Faculty Chairpersons and Deans.
4. Disciplinary Records – Vice President for Student Affairs.
5. Financial Aid Records – Director, Student Financial Aid.
6. Housing Records – Director, University Housing.
7. Student Activities (including Athletics) – Vice President for Student Affairs

The following are some categories of records which FERPA defines as not constituting student educational records (for a complete list see 20 U.S.C. s 1232g). These categories of records are not subject to this regulation:

1. Records maintained by individual University personnel which are solely in their possession and are not revealed to others.
2. Records maintained by University police which are for law enforcement purposes.
3. Records maintained by University employees which relate solely to the student as an employee and are not available for any other purpose.

4. Records maintained by University medical or psychological personnel which are solely for treatment and/or counseling purposes.
5. Records maintained by University personnel which contain only information relating to persons after they are no longer students.

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).


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. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The university may release records without consent, under the following exceptions:

• “School officials” with a “legitimate educational interest”/“need to know;” Employees and legal agents have access to education records in order to perform their official, educationally-related duties.
• Disclosure to another institution where student seeks to enroll or is enrolled
• Disclosure to Department of Education, state/local education authorities
• Disclosure in connection with the receipt of financial aid (validating eligibility)
• Disclosure to state/local officials in conjunction with legislative requirements
• Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations
• Disclosure to parents of dependent students (IRS definition)
• To comply with a judicial order or lawfully issued subpoena
• Disclosure for a health/safety emergency
• Disclosure of directory information
• Disciplinary information (Warner Amendment)
• Disclosure to the alleged victim, information from disciplinary proceedings
• Only when found in violation, and only for crimes of violence—release of name, sanction and outcome (public information)
• Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/ regulations related to substance abuse (Foley Amendment).
• Veterans Administration officials in response to requests related to VA programs
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• Representatives of Homeland Security for purposes of the coordinating interagency partnership regulating international (CIPRIS)

Student Right-To-Know Information

In compliance with the Student-Right-To-Know legislation, data is available in the Office of Student Affairs, (850) 474-2384.

Student Photos

Student photos are provided to faculty on electronic class rosters to assist in identifying students, personalizing the class experience, verification of 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. The online campus directory is available only internally through MyUWF (https://my.uwf.edu).

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 (https://confluence.uwf.edu/x/xwEhAg) through MyUWF (https://my.uwf.edu).

• Name (legal and preferred)
• Address (local and permanent)
• Enrollment Status (e.g. undergraduate or graduate, full-time or part-time)
• University assigned E-mail Address
• Current Telephone number (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 (https://my.uwf.edu) account.

*UWF REG 3.017 (http://uwf.edu/offices/board-of-trustees/regulations)

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 (https://confluence.uwf.edu/display/public/Using+the+Contact+and+Privacy+Info+Wizard/#UsingtheContactandPrivacyInfoWizard-privacy) for details.

It is important to remember that by choosing this option or withholding Directory Information above, other areas related 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.