

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of your educational records. Under FERPA, current and former students have the right to:

- Inspect and review their education records
- Seek to have their records amended
- Limit disclosure of personally identifiable information from their records
- File a complaint with the U.S. Department of Education regarding alleged violations of FERPA

Under FERPA, an education record includes information that personally identifies the student as well as information, in any medium, that pertains to the student and is maintained and shared by the institution, including anecdotal information. This includes files maintained in the academic program office as well as those in the Office of the Registrar. For the purposes of FERPA, a school official is defined as any staff or faculty member who has a legitimate educational interest. Access to student records is on a demonstrated need to know basis.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. This information may be given out freely, but not indiscriminately, to a third party. At UW Tacoma, this information includes:

- Name
- Telephone number
- Email address
- Dates of attendance, major and degrees or honors received
- Full- or part-time enrollment status
- Most recent previous educational institution attended

Students have the right to restrict the release of this information through MyUW or by completing a form in the Office of the Registrar. Except under provisions of the USA PATRIOT Act of 2001, no information will be released on students who have restricted release of directory information, including degrees awarded and dates of attendance. Because no information is released, students who choose to withhold directory information will be required to conduct all university business in person and present photo ID.

UW Tacoma will **NOT** release the following information without the written consent of the student:

- Address
- Date of birth
- Schedule of classes or number of credits enrolled
- Grades or grade point average
- Social Security number
- Emergency contact information

For more detailed information on FERPA, please visit tacoma.uw.edu/ferpa