



UTAH VALLEY UNIVERSITY

Policies and Procedures

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POLICY TITLE	Student Records Access (Student Privacy/FERPA)	Policy Number	542
Section	Student Affairs	Approval Date	February 10, 2005
Subsection	Student Rights	Effective Date	February 10, 2005
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

2.0 REFERENCES

2.1 *Family Education Rights and Privacy Act of 1974*

3.0 DEFINITIONS

4.0 POLICY

4.1 Utah Valley University shall adhere to the *Family Education Rights and Privacy Act of 1974*.

4.2 Upon presentation of appropriate identification and under circumstances, which preclude alteration or mutilation of records, a student shall be able to inspect all records relating to himself or herself which are not considered by the University to be private records of university personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing if necessary, to correct or expunge information he or she considers inaccurate or misleading.

4.3 Faculty and administrative officers who have a legitimate need to use student records shall be allowed access to such records without prior permission from the student. A request from an educational institution to which the student has applied for admission or from an institution or agency from which the student is seeking financial assistance, shall be granted with the student's permission. Data shall be furnished to university accrediting bodies and government officials without permission of the student.

4.4 No student information other than directory information shall be given to any third party (except those mentioned above) without written consent of the student, and then only those

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records accessible to the student. The term “third party” is construed to include parents, employers, government agencies, or any other people or organization.

4.5 Parents or guardians may have access to grade reports of a student's activity if the parents establish to the satisfaction of the Records Office that they are providing one-half or more of the student's support.

4.6 Court orders and subpoenas for records shall be referred to the Registrar and acted upon according to his or her directions. The University shall make a reasonable effort to notify the student prior to release of information in response to the subpoenas or court orders.

4.7 Directory information shall be released to news media and to others upon request. Directory information is defined as follows:

- 1) Name of student
- 2) Telephone number of student
- 3) Hometown city and state of student
- 4) Verification of current enrollment
- 5) Dates of enrollment
- 6) Degrees conferred, dates, major or field of concentration, and honors received

4.8 Students may request, at any time, through Admissions/Registration, that directory information be withheld by submitting a *Request to Withhold Directory Information Form*.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity