

A. Student Record Guidelines

Student records submitted become the property of the University and cannot be returned to the student or released to a third party. Copies of student records will be released only upon receipt of a written request signed by the student. Student records are stored in paper form or are digitally scanned. Once the student has been absent from the University for three academic years, all records are transferred to optical disk storage and the paper copies destroyed.

1. Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the federal Family Educational Rights and Privacy Act of 1974. FERPA affords students certain rights with respect to their education records. They are:

- a. The right to inspect and review the student's education records within 30 days of the day the University receives a written request for access. Students should submit to the University Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they desire to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;
- b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student may ask the University to amend a record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record to be changed, and specify why the current record is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a State 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 , 20202-4605

- e. Directory Information

FERPA authorizes the University to classify certain information concerning students as “directory information,” which means that it may be released to anyone upon request. In accordance with Florida Statutes Section 228.093, the University is required to release student directory information to independent vendors upon request. Directory information at UCF includes:

- Name
- current mailing address
- telephone number
- e-mail address
- date of birth
- major field of study
- dates of attendance
- enrollment status
- degrees and awards received
- participation in officially registered activities and sports
- - athletes height and weight.

All other student information will be released in accordance with FERPA; in most cases this requires the student’s prior written and signed consent. The University extends to students the opportunity to withhold any or all information, including “directory information.” To do this, students must complete the “Directory Disclosure/ Release Authorization” form available at the Registrar’s Office (MH 161) or online at <http://registrar.ucf.edu>, requesting that this information be withheld. The Golden Rule outlines the University procedures for confidentiality. For additional information describing FERPA policy, enter the Department of Education Family Policy Compliance Office website at <http://www.ed.gov/offices/OM/fpco/>.

B. Student Communication Responsibility Policy

1. To communicate in a more expedient manner, UCF uses e-mail as the primary means of notifying students of important university business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc.

2. To avoid missing important communications from the university, students must ensure that the university has an up-to-date “preferred” e-mail address, as well as both a permanent and mailing (local) address.
3. It is critical that students maintain and regularly check their “preferred” e-mail account for official announcements and notifications. Communications mailed to a student’s “preferred” email address are considered official notice. The university does not accept responsibility if official communication fails to reach a student who has not notified the university of a change of e-mail or mailing address.
4. Please ensure that your e-mail address, as well as your permanent and mailing (local) address and telephone number are current with the university at all times.
 - i. Students can update their contact information on the web at:
<http://my.ucf.edu>