
The policy of Utah Valley University concerning confidentiality of student academic records reflects a reasonable balance between the obligation of the institution for the instruction and welfare of the student and its responsibility to society. The University will make every effort to maintain student academic records in confidence by keeping information from individuals who are not authorized to receive it or who might use it for illegitimate purposes. The policy also reflects the efforts of the University to comply with the provisions of the Family Educational Rights and Privacy Act of 1974.

Upon presentation of appropriate identification and under circumstances which preclude alteration or mutilation of records, a student will be able to inspect all records relating to himself 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.

Faculty and administrative officers who have a legitimate need to use student records will be allowed access to such records, as needed, 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, will be granted without the student’s permission. Similarly, data will be furnished to university accrediting bodies and governmental officials without permission of the student.

No student information other than directory information will be given to any third party (except those mentioned above) without written consent of the student, and then only those records accessible to the student. The term third party is construed to include parents, employers, government agencies, or any other people or organization. Parents or guardians may have access to grade reports of a student’s activity if the parents establish to the satisfaction of the University that they are providing one-half or more of the student’s support. Court orders and subpoenas for records will be referred and acted upon according to the directions of the Registrar. The institution will make reasonable effort to notify the student prior to release of information in response to subpoenas or court orders prior to actual submission of the material.

Directory information will 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

(8-08)
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
NOTICE TO STUDENTS

Each semester/term Utah Valley University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the University to comply with the Act.

Local policy explains in detail the procedure to be used by the University for compliance with the provisions of the Act. Copies of the policy can be found in the on-line semester class schedule and the annual University Catalog. Further information can be obtained at the Registrar’s Office of the University.

UVU hereby designates the following student information as public or Directory Information. Such information may be disclosed by the University for any purpose at their discretion.

Directory Information: name of student, telephone number, hometown city and state, verification of current enrollment, dates of enrollment, degrees conferred, major field of concentration and honors received.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received at Admissions/Records/One Stop Office of the University. Forms requesting to withhold Directory Information are available at One Stop or the Registrar’s Office.

UVU assumes that failure on the part of any student to specifically request to withhold Directory Information indicates individual approval for disclosure.

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