

TO: Boulder Campus Students

FROM:

RE: Your Educational Record and Privacy Rights

DATE:

Are you aware that the federal government protects your rights to what can be shared with others about your educational record? There is a law called the Family Educational Rights and Privacy Act (FERPA) that governs the release of your education records and what is contained therein, and your access to these records. These include the right to inspect and review your education records; the right to request an amendment to these records if they are inaccurate, misleading or inappropriate*; and the right to limit disclosure of some “personally identifiable information” known as directory information. This law does not pertain to records such as law enforcement records; employment records; or medical records. For more information about FERPA, please go to <http://registrar.colorado.edu/students/students.html#ferpa> .

Some basic rights that you should be aware of include:

- Grades that you receive on individual assignments and for the class may not be shared with other students inside or outside of your course (with the exception of a teaching assistant for that course). This includes posting of your grades on a web site using your name or any part of your student ID. Your grades may only be posted with a unique ID known only to you and your instructor(s) for that course.
- Your Social Security Number should never be posted for anyone else to view. While the University does need you to report your Social Security Number for employment, financial aid, COF, etc., it should not be used to identify you for any other means.
- Your enrollment in a class can be shared with others in that section of the course (for example, the faculty member sends around a class rosters with names on it, or may post it on WebCT). However, the roster cannot include student ID numbers or other items of personal identification (except major, college, or other directory items).
- Your parents do not have an inherent right to access your educational records unless you have provided your written permission for this purpose, in compliance with a subpoena, or you are legally their dependent for income tax purposes. If you would like to provide blanket approval for your father or mother to access your records, you can find this form at http://registrar.colorado.edu/students/pdf/parent_permission_to_student_record.pdf .

- Statements made by a person making a recommendation about you that are made from the person's personal observation or knowledge do not require a written release from you. However, if personally identifiable information from your education record is included in this letter of recommendation (i.e., grades, GPA, etc.), the writer is required to obtain a signed release from you indicating what may be disclosed, the purpose of the disclosure, and who the information may be sent.
- Public websites posted by individuals in campus departments may not disclose your attendance in any class; your grades or class rank along with your name or student identification/social security number; or with any other information not listed below as directory information, without your written permission.
- You may request, at any time you are enrolled in classes, that the University not disclose directory information by placing the designation of privacy or semi-privacy on your educational records. For more information about this, please go to http://registrar.colorado.edu/regulations/ferpa_guide.html#nondisclosure .

Note that this is only a small part of your privacy rights under FERPA. Again, for more information, go to <http://registrar.colorado.edu/students/students.html#ferpa> . If you have any concerns that your privacy rights under FERPA have been violated, please contact the Office of the Registrar at 303-492-6907 or come visit us in Regent 105.

The University of Colorado at Boulder determined that the following student information is directory information: names; mailing and permanent addresses; telephone numbers listed with mailing address; campus e-mail address; dates of attendance; registration status; class; college or school; major field of study; awards, honors, degree(s) conferred and dates received; past and present participation in officially recognized sports and activities; physical characteristics (height/weight) of athletes; previous educational institutions attended; date and place of birth; tutors and teaching/research assistants who are students (not names of tutors of individual students); class seating assignments; College Opportunity Fund application and authorization status; Buff OneCard photo.

* FERPA does not cover your right to challenge the posting of a grade you feel is incorrect or inappropriate. You must follow college policy to challenge an assigned grade.