Academic Records/FERPA

Access to academic records

Academic records are confidential between the student and the university. Students may request transcripts of their permanent academic records at any time, provided they are not financially encumbered to the university. Transcripts may be requested in person, online (https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp?t=180914&LoginHome=to_home.asp), or by writing (https://www.uwlax.edu/globalassets/offices-services/records/MailTranscriptForm.pdf) to the Office of Records and Registration. There is a fee for official transcripts. Transcripts will not be released without the student’s authorizing signature. Under no circumstances will partial transcripts be issued.

Name and address changes

It is the student’s responsibility to keep appropriate offices advised of changes. Campus (local) or permanent home (legal) addresses may be changed through the student’s WINGS Student Center. Official name changes must be done in the Office of Records and Registration, 117 Graff Main Hall, with proper identification.

Family Educational Rights and Privacy Act (FERPA)

Notice of rights of access to student records and directory information definition under the U.S. Family Educational Rights and Privacy Act of 1974, as amended.

UWL informs students of the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), in all catalogs and online semester Timetables. This Act, with which the university intends to comply fully, was designed 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 through informal and formal hearings. Students have the right to file complaints with the FERPA Compliance Office concerning alleged failures by the university to comply with the Act.

The university follows the national guidelines for compliance with the provisions of the Act. The university posts the procedures (http://www.uwlax.edu/Records/FERPA) online. The Office of Records and Registration maintains a directory of records, which lists all education records maintained on students by this institution.

The following categories of student information are public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

- Names, addresses, UWL email address, telephone numbers, attendance (full-time/part-time, classification) and school and/or college status.
- Previous institution(s) attended, past and present participation in officially recognized sports and activities, physical factors (height, weight, etc. for athletes).
- Major/minor fields of study, awards, honors (includes Dean's List), expected graduation date, degree(s) conferred, date(s) awarded.

Currently enrolled students may withhold disclosure of information under FERPA. To withhold disclosure, students may log into their WINGS student center personal settings prior to the end of the second week of each semester or the end of the first week of a summer term. The university assumes that failure on the part of any student to make a specific request for the withholding of directory information, within the time period mentioned above, indicates individual approval for disclosure.

For more information, review the university’s policy and implementation of the Family Education Rights and Privacy Act (http://www.uwlax.edu/Records/FERPA) (FERPA) or visit the Office of Records and Registration.