Academic Records/FERPA - Undergraduate

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, by phone, or by mail. The Office of Records and Registration maintains a directory of records, which lists all education records they have maintained on UWL students by office.

Records/FERPA

The university has posted its full FERPA policy online. The Office of Records and Registration maintains a directory of records, which lists all education records maintained on UWL students by office.

Directory information

Some information in a student's education record is designated by the university as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion, unless the student has restricted disclosure.

- Name(s)
- Local and home addresses
- Local and home telephone numbers
- UWL email address
- School/college
- Enrollment status
- Enrollment dates
- Academic level (first year, sophomore, junior, senior)
- Previous institution(s) attended
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight for athletes)
- Major/minor field of study
- Awards and honors (such as Dean's List)
- Expected graduation date
- Degree(s) conferred
- Date of degree conferral

In addition to student data elements, UWL has designated photographs and video that are taken of students on campus and at university-sponsored activities as information that may appear in university publications, brochures, websites, social media, etc., without the written consent of students.

Our class sessions may be audio-visual recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded.

Restricting disclosure of directory information

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

If the student chooses to restrict their directory information, there are some considerations:

- Student name/address is excluded from the UWL online directory.
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers and insurance companies.
- Student name will not appear in the commencement program.
- Dean's List notifications will not be sent to local newspapers.

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.