

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** (<https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO003919>), or by **writing** (<https://www.uwlax.edu/globalassets/offices-services/records/forms/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 and documentation.

Family Educational Rights and Privacy Act (FERPA)

Notice of rights of access to student records and definition of directory information 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.

"Education records" are any record maintained by the university which is directly related to the student, such as individually identifiable transcript information. In compliance with the provisions of the Act, UW-La Crosse discloses information from a student's education record only with the written consent of the student or under one of the few exceptions allowed by law.

The university has posted its full FERPA policy (<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 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)
- Program(s) of study
- Awards and honors (such as Dean's List)
- Expected graduation date
- Degree(s) and credential(s) earned and date(s) awarded

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-visually 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 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 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 and Outlook search.
- 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.

Release of records for deceased student

FERPA rights no longer apply after a student is deceased, and releasing student records becomes a matter of institutional policy. UWL releases records to a direct family member after verifying through appropriate documentation and evidence that the student is deceased and that the person making the request is a family member of the deceased.