

PROCEDURE FOR DISSEMINATING STUDENT INFORMATION

"Family Educational Rights and Privacy Act of 1974 (FERPA) - A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

In accordance with the Family Educational Rights and Privacy Act of 1974, certain information pertaining to students may not be released to a third party without the written consent of the student. Therefore, the University of Arkansas at Pine Bluff hereby designates the following categories of student information as public or "Directory Information".

Such information may be disclosed by the institution for any purpose, at its discretion:

CATEGORY I Name, address, telephone number, dates of attendance, and classification.

CATEGORY II Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

CATEGORY III Past and present participation in officially recognized sports and activities, physical factors (height/weight of athletes), date and place of birth.

NOTE: Information pertaining to the students' academic status is CONFIDENTIAL, and should not be released without the written consent of the student (Example: transcripts, grade reports, grade point average, ACT scores, class rank and academic status.)

Currently enrolled students may withhold disclosure of any category of information under the Family Educational rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of Academic Records/Registrar's Office prior to the last day to complete registration. Forms requesting the withholding of "Directory Information" are available in the Office of Academic Records/Registrar's Office located in the Administration Building. The University of Arkansas at Pine Bluff assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The University of Arkansas at Pine Bluff may disclose educational records without written consent of students to the following groups who have a "legitimate educational interest":

- **Employees within the University of Arkansas at Pine Bluff who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies, and employees designated by them to assist in these tasks.;**
- **Any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;**
- **Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;**
- **Organizations conducting studies approved by the University having educational value or concerning financial aid.**
- **Accrediting organizations approved by the University carrying out their accrediting functions;**
- **Verification agencies approved by the University such as the National Student Clearinghouse;**
- **Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating that their child/student is a dependent as defined by the internal revenue service.;**

- **Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;**
- **Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.**
- **In addition, the University would release education records if ordered by a subpoena.**
- **The disclosure is to state or local educational authorities auditing or enforcing Federal or**
- **State supported educational programs or enforcing Federal laws which relate to those programs;**
- **The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;**
- **The information disclosed has been appropriately designated as directory information by the school.**

Disciplinary Records

Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's disciplinary file. The student and/or those College officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's disciplinary file. Parent(s), who provide proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954 can have access to the student's disciplinary file without written consent of the student. An example of such proof would be a copy of the last federal income tax return listing the student as a dependent. In this case, parents may also have access to a disciplinary file, even if the student has requested otherwise.

In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and drugs.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser must be informed of campus conduct proceedings involving a sexual assault.

Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or for a sex offense.

Parental Access to Children's Education Records

At the post-secondary level, parents have a right to inspect their dependent child's education records. However, the University cannot assume the dependency status of all of our students and thus requires one of the following to release records to a student's parents:

- **Written consent of the student; and/or**
- **Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).**

The Office of Academic Records/Registrar's Office has been designated as the official office to verify enrollment, release transcripts and grade reports, and to certify any information pertaining to the student's academic record.