

FERPA

(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures of the institution to comply with the Act.

The following items are considered directory information and may be disclosed by the university in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

1. Name;
2. Affirmation of whether currently enrolled;
3. School, college, department, major, or division;
4. Dates of enrollment;
5. Degrees received;
6. Honors received;
7. Full or part-time status;
8. Local address and phone number;
9. Home address (permanent);
10. E-mail address;
11. Participation in officially recognized activities and sports;
12. Weight and height of members of athletic teams.

The University of Wyoming has the responsibility for effectively supervising any access to and/or release of official data/information about our students. However, because Wyoming has a Public Records Act, the above information may be released to any outside entity that requests it *unless a student has requested that a Privacy Flag be placed on his or her records.*

If you do not want any of the indicated information to be released to anyone outside the university, you need to complete a Request for Privacy Flag form and submit it to the Office of the Registrar. This form must be submitted no later than the 10th class day of the spring semester in order for your information not to be included in the printed Campus Directory.

A Privacy Flag means that your name will not be included in the printed Campus Directory and will not appear in the Web Student Directory. Your name will not be included in any news releases (including honor rolls or graduation). Also, information will not be released to prospective employers, insurance companies, credit agencies, etc. without your signed approval.

A Privacy Flag may be removed at any time by submitting a written and signed request to the Office of the Registrar.

Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students may be used only by authorized university employees and only for clearly-defined educational purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the university is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of directory information is restricted to the student concerned, to parents of dependent students (documentation must be provided), to others with the student's written consent, to officials within the university, agencies for the university such as the National Student Clearinghouse, to a court of competent jurisdiction, and otherwise pursuant to law.

The University of Wyoming is built upon a strong foundation of integrity, respect, and trust. All members of the university community have a responsibility to be honest and the right to expect honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated.

Problem Resolution

Experience has shown that the best and quickest way to resolve a problem is to contact the person or office involved. We therefore recommend that if you have a problem you take it directly to the faculty member, department head, director, or manager of the unit involved. If you do not know with whom to discuss your problem or feel you need additional assistance, you may contact the Dean of Students Office, 128 Knight Hall, or phone them at (307) 766-3296. The Dean of Students Office staff will assist you and/or refer you to the proper person.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights laws and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Officer (307) 766-6721.