

For more information about FERPA, visit these websites:

Office of the Registrar

http://www.registrar.uncc.edu/_dev/facstaff/ferpa/index.htm

Office of General Counsel

<http://www.legal.uncc.edu/FERPA.html>

Dean of Students Office

(Parental Notification Policy)

<http://www.dso.uncc.edu/Judicial/PARNOTIF.html>

US Department of Education

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



UNC CHARLOTTE

Dean of Students Office
217 King Building
9201 University City Boulevard
Charlotte, NC 28223
Phone: (704)687-2375
Fax: (704)687-2616
www.dso.uncc.edu

UNC CHARLOTTE

**FERPA AND
STUDENT
RECORDS**

A Guide for Students and Parents



WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, provides privacy protection for students regarding various education records. FERPA applies to all educational institutions that receive federal funds.

WHO IS A STUDENT?

Under FERPA, a student is an "eligible student" when he/she enrolls at UNC Charlotte, regardless of age. Also, FERPA applies to all formerly enrolled students.

WHAT IS AN EDUCATION RECORD?

Education records are those records that directly relate to a student and are maintained by UNC Charlotte. Examples include, but are not limited to, transcripts, financial records, and conduct records. FERPA does not apply to directory information.

WHAT STUDENTS SHOULD KNOW

FERPA provides students with:

- the right to inspect and review their educational records
- the right to seek to amend their educational records
- the right to limit the disclosure of their educational records
- the right to limit the disclosure of directory information

PARENTS NEED TO KNOW

- Your student's education records are protected by FERPA once he/she is enrolled as a student at UNC Charlotte
- Generally, parents/guardians are not permitted access to student education records without the student's written consent (for each individual record)

Directory Information

Directory information can be released without written consent of the student. At UNC Charlotte, directory information includes information such as:

- Student's name
- Current address (including telephone)
- Permanent address (including telephone)
- Class/year at the University
- Academic major field of study

Students at UNC Charlotte can request that their directory information not be released by completing the Directory Information Restriction Form at the Registrar's Office, King Building, Room 141.

Please know that withholding your directory information will exclude your name from directory information requests including, but not limited to, prospective employers, honor societies, the University commencement program, and other institutions of higher education.