Students have the right to:

- Inspect and review their records
- Seek amendment to an incorrect record
- Limit disclosure of “personally identifiable information” known as directory information
- File a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA

Directory Information at UNI

Directory Information consists of information that is generally not considered harmful or an invasion of privacy if publicly available. Directory Information is considered public and may be released without the student’s written permission, however specific directory information cannot be released if the student has restricted access by updating their personal information in MyUNIverse.

Directory Information at UNI (published in the UNI Directory)

- Primary Name
- Preferred Name
- Birth Date
- Classification
- Major/Minor
- College
- Home Address
- Local Address
- Residence Hall Address
- Currently Enrolled/Schedule
- UNI E-mail Address
- Personal E-mail Address
- Work E-mail Address
- Phone (Home, Local, Cell)
- Degree Received
- Dates of Attendance
- Participation in Activities
- Photograph

Who may have access to student information?

- The student and any outside party who has the student’s written permission
- School officials (as defined by the University) who have “legitimate educational interests”
- Parents of a dependent student as defined by the Internal Revenue Code
- A person in response to a lawfully issued subpoena or court order, as long as the University makes a reasonable attempt to notify the student first
- Appropriate persons in connection with a health or safety emergency.
An “education record” is any record that is directly related to a student and maintained by the university.

**Education records** include any records in any medium (handwritten, email, print, digital, etc.) that are in the possession of any school employee or agent.

**Exceptions:** Education records do NOT include:
- Records in the sole possession of the maker that are not accessible to other personnel
- Law enforcement or campus security records created and maintained by the law enforcement unit and used for law enforcement purposes
- Employment records
- Medical/psychological treatment records
- Alumni records (those created after the student graduated or left the institution)

**FERPA and parents’ access to their student’s education records**

1. When a student reaches the age of 18 or begins attending a postsecondary institution at any age, FERPA rights transfer from the parent to the student
2. Parents may have access to non-directory information by obtaining a signed consent from their student
3. Records may be released to parents without a signed consent from the student under certain exceptions:
   - Health or safety emergency
   - Where the student has been found in violation of the institution’s code of conduct relating to the use of alcohol or a controlled substance, if the student is under age 21
   - By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form

**Need more information?**

University of Northern Iowa Office of the Registrar/115 Gilchrist Hall/319-273-2241
www.uni.edu/registrar/ferpa

Family Policy Compliance Office
**US Department of Education**
Email: ferpa@ed.gov

www2.ed.gov/policy/gen/guid/fpco/