STUDENT DATA PRIVACY

Annual Notice to Students

The University of Colorado complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act was designed to protect the privacy of student education records.

University guidelines explain procedures to be used by the institution for compliance with the provisions of the act. For more information, visit The Family Educational Rights and Privacy Act (FERPA) (http://www.colorado.edu/registrar/students/records/ferpa) webpage or contact the Office of the Registrar.

Students wishing to review their education records must schedule an appointment with the Office of the Registrar and present proper identification. All other records inquiries must be directed to the appropriate office, e.g., Office of Financial Aid, Bursar’s Office, etc.

Students may not inspect the following, as outlined by the act: financial information submitted by their parents, confidential letters that they have waived their rights to review or education records containing information about other students, in which case the institution will permit access only to that part of the record that pertains to the inquiring student. Records that may be inspected include admissions, academic and financial aid files and cooperative education and placement records. Students may access many records directly via the student portal (https://www.colorado.edu/studentportal).

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

1. The right to inspect and review education records within 45 days of the day the university receives their request for access.
2. The right to request amendment of education records that they believe are inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Directory Information

The following items of student information have been designated by the University of Colorado Boulder as public or “directory” information:

- student name
- hometown (city, state)
- campus email address
- dates of attendance
- previous educational institutions attended
- school/college or division of enrollment
- major/minor fields of study
- classification level (e.g., freshman, sophomore, etc.)
- university-recognized honors and awards
- degree status (e.g., expected graduation date and/or conferral dates/ terms)
- enrollment status
- employment related to student status (e.g., teaching assistant, resident assistant or work-study) and dates for positions held
- participation in officially recognized activities/sports, including height and weight of athletes.
- photos and videos taken or maintained by the university

Such information may be disclosed by the institution at its discretion, unless the student has explicitly requested in writing that it not be released.

Withholding Directory Information

Students have the right to withhold directory information from inquirers. To restrict the release of directory information, students must bring a photo ID to the Office of the Registrar during business hours to complete a privacy form.

Student Consent for Release of Confidential Information

Students may authorize the university to release educational records to parents, spouses or other third parties by granting consent in their student portal. The Privacy Settings (http://www.colorado.edu/registrar/students/records/privacy) webpage has more information about various options for granting and restricting access to student records.

Release of Disciplinary Information

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 academic transcript or conduct file. The student and/or those university officials who demonstrate a legitimate educational need for disciplinary information may have access to the student’s conduct file.

Parent(s) who provide proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954 (i.e., a copy of the last federal income tax return listing the student as a dependent) may have access to the student’s conduct file without written consent of the student. In this case, parents may have access to a conduct file, even if the student has requested otherwise.

In addition, parent(s) may be notified if a student under 21 is found responsible for a violation involving use or possession of alcohol and controlled substances. All other inquiries, including but not limited to inquiries from employers, government agencies, news media, family, friends or police agencies, require a written release from the student before access to university conduct files is granted. Exception: information may be released pursuant to a lawfully issued subpoena and as provided by the Campus Security Act as amended by the Higher Education Amendments of 1992.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (e.g., murder, robbery, aggravated assault, burglary, motor vehicle theft, arson) 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 the accused and the accuser be informed of campus conduct proceedings involving a sexual assault.