



Universidad Ana G. Méndez
Florida Branch Campuses
FERPA

FERPA and the Release of Student Information UAGM (Florida Branch Campuses) maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords the following rights with respect to student educational records: These rights include:

1. The right to inspect and review the student's educational records within 5 business days of the date the University receives a request for access. Students should submit a written request to their campus Registrar staff that identifies the record(s) to be inspected. The Registrar staff will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university, the Registrar shall work with the office that maintains the record and coordinate the student's request.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. The student must write to the University official responsible for the record, clearly identifying the part of the record he or she wants changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to appeal as delineated in university policy.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is defined as:

- a person employed by the University in an administrative supervisory, academic, or support staff position (including, a law enforcement unit);
- a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent);
- or a person assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Non-Directory Information Non-directory information is personally identifiable information such as grades, transcripts, social security numbers, GPA, and academic standing. UAGM (Florida Branch Campuses) does not release this information without written authorization from the student or as a result of subpoena.

Directory Information

Directory information is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed.



Under FERPA, UAGM (Florida Branch Campuses) has established the following as directory information:

- Name
- Academic program
- Student ID
- Permanent Address
- University Email
- Dates of attendance and degrees and awards received

Although the above directory information may be available for release, UAGM (Florida Branch Campuses) does not routinely release such information to third parties. FERPA asserts that students have the right to inform UAGM (Florida Branch Campuses) that any or all the information is not to be released. The University will honor the student's request to restrict the release of directory information. To withhold directory information, a student should notify their campus Registrar in writing prior to the completion of add/ drop period of each semester. Status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student.

No information will be released without written consent of the student or as a result of a subpoena. Authorization for Released Student Information If a student wishes to have any personally identifiable information regarding their educational record released, a Student Records Release Form must be submitted by the student to their campus Registrar. The written request must be signed and dated by the student, include the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released. The appropriate records custodian will provide a copy of that record to the specified person or agency if permitted under university procedure. Transcripts received by the university are for institutional use only. They cannot be duplicated and given to the student or sent to another institution.

Students have 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. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.