Students attending, or who have attended, the University of Virginia are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act.

Student rights under the Act and Rules may be summarized as follows:

- To inspect and review the content of the student’s education records. The University shall comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request;
- To obtain copies of those records upon payment of $.15 per page where the failure to provide copies would effectively prevent the student from exercising the right to inspect and review the education records;
- To receive a response from the University to reasonable requests for explanation of those records;
- To obtain an opportunity for a hearing to challenge the content of those records;
- To receive confidential treatment by the University of education records; neither such records, nor personally identifiable information contained therein, except for directory information, shall be released without student permission to any one other than those parties specifically authorized by the Act;
- To refuse to permit the release of their directory information;
- To file complaints with the Family Education Rights and Privacy Act Office of the Department of Education concerning alleged failures by the University to comply with the requirements of the Acts and Rules:

  Family Compliance Office
  United States Department of Education
  400 Maryland Ave., S.W.
  Washington, DC 20202-46050

- To exercise all rights on the student’s own behalf, regardless of the student’s status as a dependent upon parents. Parents of dependent students may, however, obtain access to the student’s records if the student is regarded as a dependent for federal income tax purposes, once the Office of the University Registrar has contacted the student and he or she is aware of the request. The parent must present evidence that the student has been claimed as a dependent on their most recent federal tax returns.

University has adopted policy and procedures to protect the privacy rights of the past and present students.

- The types of education records maintained by the University;
- The titles and addresses of the University officials responsible for those records;
- The procedures controlling the inspection and review of education records;
- The procedures controlling the correction of education records, including a request to amend and to have a hearing;
- The procedures controlling the recording of each request for and each disclosure of personally identifiable information from the education records of a student; and
- The individuals and organizations who have access to a student’s education records without the student’s prior written consent,

Consent is not required where the disclosure is to school officials within the University who have a legitimate educational interest for the information.

School officials are those individuals who engage in the instructional, supervisory, advisory, and administrative functions of the University. They need not necessarily be paid employees of the University. School Officials include:

- Those University students who, pursuant to their duties as officers in officially recognized honor societies, periodicals, and other activities which recognize or encourage superior academic achievement, require personally identifiable information (e.g. grades) from students’ education records to determine the satisfaction of specified eligibility requirements; and
Those University students who, pursuant to their duties as members of official University committees (e.g. scholarship committees), require personally identifiable information from students' education records.

Those University students who, pursuant to the authority granted by the Board of Visitors under the terms of the Honor System, require personally identifiable information from a student's education records to investigate, adjudicate, or advise students involved in an alleged violation of the Honor System.

A person, company, or agency with whom the University has contracted to provide services that the University itself would provide otherwise.

In order for a school official to have a legitimate educational interest, he or she must require the student's education records in the course of performing his or her duties for the University. The selection of students to officially recognized honor societies, periodicals, and other activities which recognize or encourage superior academic achievement is a legitimate educational interest. The continued and effective functioning of the Honor System to promote and preserve a community of trust is a legitimate educational interest.

Copies of the University's policy and procedures are available to students (and authorized parents of students) upon request at the Office of the University Registrar or on the web at: http://www.virginia.edu/finance/polproc/pol/xvd1.html.

The University may disclose personally identifiable information designated as directory information from a student's education records without a student's prior written consent, unless the student informs the Office of the University Registrar that they wish to restrict the release of their directory information. A student must so inform the Office of the University Registrar in writing within ten class days after the initial day of class for a fall semester in order to be excluded from the University’s printed directory.

Directory information consists of:

- student name;
- home and school addresses, telephone numbers;
- e-mail address;
- month and day of birth;
- place of birth;
- country of citizenship;
- field of study;
- school of enrollment;
- full/part-time status;
- level (graduate, undergraduate, etc) and year in school;
- participation in officially-recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance;
- candidacy for degree;
- degrees, honors, scholarships, and awards received;
- most recent previous educational institution attended;
- names of parents or guardians.

Privacy Flags
There are two types of privacy flags which you may request be placed on your record:

- **Directory Privacy Flag**: Prevents you from being listed in the University telephone directory or with Student Locator (including the on-line People Search). A standard directory flag removes you completely from the listings, but you can also request to be listed only with your present address, listed only with your permanent address, or listed by name without any addresses.

- **Record Privacy Flag**: Prevents any information being released about you to a third party without a signed release. A third party attempting to verify your enrollment will be told only that there is no information available for you, and the University will neither confirm nor deny any information about your enrollment. This flag also includes all the provisions of the directory privacy flag.

To have a directory and/or academic privacy flag placed on your record, submit a request in writing to the Office of the University Registrar. If you do not want to be included in the print 2006-2007 University telephone directory, the request must be received before 5:00 P.M. on...
Friday, September 8, 2006. A privacy flag will remain in effect until the student requests in writing that it be removed or is no longer enrolled.

Maintained by: registrar@virginia.edu
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