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From: Huckaba, Richard C

Sent: August 25, 2005 15:23

To: 'students@utdallas.edu'

Subject: Confidential Information & Your Rights at UTD

Welcome to the Fall Semester at UTD!

As a student at UTD, you are entitled to certain rights of privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from an eligible parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. This email serves as notification of your rights for this term.

If you wish to restrict some of your information, you must complete a form (<http://www.utdallas.edu/student/registrar/forms/confidentiality.pdf>) and submit to the Office of the Registrar.

As part of the university's obligation to you, you can use a web site at www.utdallas.edu/legal to find links to information that you may find of use. Specifically, you will find a summary of your Right to Privacy at UTD (FERPA), the UTD Police Department's policy statement regarding racial profiling, in accordance with Texas Senate Bill 1074 (from the 77th Legislature), and Title IX, as well as other programs related to Equal Opportunity and Access.

Please note also that there is a web-based form for reporting what you view as violations of your FERPA rights (your rights related to the release or non-release of confidential information). It is important that you recognize

the limits of your rights, and that information is summarized at the top of the form.

Additional links are provided for your access to UTD policies and procedures as well as academic policies.

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