

**University of Wisconsin-Milwaukee**  
**OFFICE OF STUDENT LIFE**

**FERPA**  
**(Family Educational Rights & Privacy Act)**

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## **I. Scope of Policies and Procedures**

The policies and procedures contained in this publication relate exclusively to the University of Wisconsin-Milwaukee (UWM).

For the purpose of these policies, a person who has applied for admission to but has never been in attendance at a college or school of UWM, is not considered to be within the meaning of the term “eligible student”. This definition is not altered by the fact that a person is, or has been, in attendance at another institution of the University of Wisconsin System and is making application for admission to a college or school or academic division at UWM.

Where education records are maintained by a component of the University outside a school or college, the director or division head has the administrative responsibility for the maintenance and control of education records. A listing of the staff positions having responsibility for implementing and carrying out procedures appears in Appendix A.

## **II. Definition of Terms**

### **Educational Agency/Institution**

The University of Wisconsin-Milwaukee constitutes an educational agency or institution within the meaning of the Family Education Rights and Privacy Act of 1974 (hereinafter referred to as “FERPA”).

### **Eligible Student**

An “eligible student” is a student who is currently attending UWM or has been in attendance.

FERPA does not apply to applicants to a school or college at UWM who have been admitted but who have not actually been in attendance. It does apply to students attending any educational program at UWM, whether credit, non-credit, degree or non-degree.

### **Education Records**

“Education Records” consist of those records (including computer, video, and audio recordings) containing information directly related to a student and maintained by UWM.

### **Exclusion to Education Records Definition**

There are several types of student information that are excluded from the definition of education records as follows:

#### **1. Sole Possession Records (desk drawer notes):**

Records which are kept in the sole possession of instructional, supervisory, administrative or educational personnel and are used for as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Any record that is made in conjunction with a student or other school official is not a sole possession record.

#### **2. Campus Law Enforcement Records:**

Records, files, documents and other materials that are created and maintained separately by campus law enforcement units for law enforcement purposes.

### **3. Employment Records:**

Employment records, made and maintained in the normal course of business, relating exclusively to individuals in their employee capacity and which are not available for other purposes. However, any employment records maintained concerning a person who is employed as a result of having student status do **NOT** fall within this exception.

### **4. Alumni Records:**

Records which contain only information relating to a person after that person is no longer a student at UWM. An example would be information collected by an educational agency or institution pertaining to the accomplishments of its alumni.

## **III. Statement of Policies**

The policy of the University of Wisconsin-Milwaukee is:

- to afford each student the rights prescribed by the Family Educational Rights and Privacy Act of 1974;
- to maintain student records for the purpose of fostering educational objectives;
- to maintain and augment its system of student education records in a manner consistent with the Family Education Rights and Privacy Act of 1974 (FERPA).

## **IV. Notification to Students**

The Division of Student and Multicultural Affairs at the University of Wisconsin-Milwaukee shall have the primary responsibility of informing “eligible students” of their rights under FERPA. This responsibility has been delegated to the Office of Student Life. The Office of Student Life shall annually notify eligible students in attendance at UWM of the following information concerning their rights under FERPA. Among these rights are the following:

- a. The right to inspect and review the student’s education records;
- b. The right to request amendment of those records;
- c. The right to consent to disclosure of those records, subject to exceptions;
- d. The right to file a complaint concerning alleged failure by UWM to comply with the requirements of FERPA;
- e. The right to obtain copies of these policies. The notice shall contain the location where copies may be obtained.

The Division of Legal Affairs provides legal advice to UWM administrative staff. All inquiries concerning legal aspects of these policies should be directed to that office. Questions related to administrative procedures concerning this policy should be directed to the Dean of Students.

## **V. Inspection and Review of Education Records**

Eligible students may inspect and review their education records at UWM under the following procedures:

### **A. Request to Inspect and Review Education Records**

Since UWM does not have a centralized system of education records, “eligible students” must make a WRITTEN request to the administrative person charged with the maintenance and control of such records. A list of the titles and addresses of the personnel responsible for records maintenance by UWM appears in Appendix A. All requests for copies of academic transcripts shall be controlled by the procedures and schedules prescribed by the Department of Enrollment Services and the Graduate School respectively.

## **B. Processing of Request**

Upon receiving a written request from an eligible student, the appropriate UWM office shall obtain the student's education record and review same. This review should determine:

1. Whether the information requested by the student is contained therein;
2. Whether the material contained in the file constitutes the student's education records in accordance with the definition contained in this policy manual.
3. Whether consultation is necessary with the Division of Legal Affairs and/or The Dean of Students.

## **C. Notification of Student**

The written request from an eligible student must be processed and answered within a reasonable time but no later than 45 days from the date the request is submitted. The student must be informed of the location and place where the education records may be examined.

## **D. Display of Records**

After appropriate processing as described in Section V A. and B. the student shall be notified that the records requested can be inspected and reviewed. No student will be permitted to examine education records alone. A representative of the office providing the education records must be present at all times. Such representative shall respond to reasonable requests for explanations and interpretations of the records.

## **E. Explanation and Interpretation of Records**

All eligible students have a right to a response from UWM for explanation and interpretations of the records they examine. If the person providing the record to the student is unable to provide a satisfactory answer, or if such person does not have adequate information to provide an immediate response, the student must submit the request for explanation in writing to the person indicated on Appendix A having the responsibility for the record being examined. Within a reasonable time period, an explanation shall be provided in writing to the student making the request.

## **F. Copies of Education Records**

Where a student desires copies of any part of their education records, the representative of the office providing the records shall have the responsibility for obtaining same in accordance with the Appendix C. Charges for copies requested shall be made in accordance with the fee schedule established pursuant to the Wisconsin Public Records law except that there can be no charge for "locating" the records. Copies shall be provided to the student within a reasonable period of time following the request for such records.

## **G. Obtaining Copies by Mail**

Any "eligible student" who is unable to come to the campus to submit a written request in person must submit appropriate information for verification of identity. This can be accomplished on the UWM Education Record Inspection Request Form (See Appendix B). If insufficient supporting data is provided by a student and/or the recipient and the UWM official has any reason to doubt the authenticity of the request, further information must be obtained from the requesting student. ALL REQUESTS FOR INSPECTION AND REVIEW OF EDUCATION RECORDS SHALL BE MAINTAINED PERMANENTLY AS A PART OF THE EDUCATION RECORD OF THE STUDENT INVOLVED, except for disclosures in accordance with Section VIII. A, B, D, and E of this document.

## **VI. Handling of Education Records**

### **A. Destruction of Education Records**

All education records must be handled in a manner consistent with Sec. 16.61 Wisconsin Statutes (Public Records). No education records may be destroyed if there is an outstanding request to inspect and review them pursuant to rights recognized under FERPA.

### **B. Record of Access**

All UWM personnel charged with the responsibility of controlling records as shown on Appendix A, must keep a record of requests and disclosures, such as the log found in Appendix D, with the education records of the student which indicates each request and each disclosure of personally identifiable information from the education records of the student including the following:

- (a) the parties who have requested or obtained personally identifiable information from the education records of the students;
- (b) the legitimate interest these parties had in requesting or obtaining the information;
- (c) notwithstanding (a) and (b) above, no record of requests or disclosure must be kept when:
  - (i) there is a disclosure to the student;
  - (ii) there is a disclosure to a party pursuant to the written consent of the student;
  - (iii) there is a disclosure made to school officials: faculty and staff within UWM who have been determined by the individual identified in Appendix A to have legitimate educational interests and are requesting records within the scope of their employment so as to fulfill their responsibilities in that capacity;
  - (iv) there is a disclosure of directory information.

The record of disclosures may be inspected by the eligible student or by UWM officials having responsibility for the custody of the education records. The record of disclosures shall be maintained for as long as the education records to which it pertains are maintained.

## **VII. Limitation on Right to Inspect and Review Education Records**

### **No student may:**

- A. Review or inspect financial records of parents or other information contained therein;
- B. Examine confidential letters and confidential statements of recommendation placed in the education record prior to January 1, 1975; provided that the letters and statements are only used for the purpose for which they were specifically intended.
- C. Review or inspect confidential letters and confidential statements of recommendation where there has been a prior waiver of such rights, and letters and statements are related to the student's admission to UWM, application for employment or receipt of an honor or honorary recognition.

Where education records of a student contain information on more than one student, the eligible student may inspect and review or be informed of only the specific information which pertains to that student.

## **VIII. Disclosure of Data from Education Records**

### **A. Disclosure to UWM Employees**

The University of Wisconsin-Milwaukee has the policy of not disclosing personally identifiable information from the education records of a student without the prior written consent of the eligible student, except as permitted by applicable federal law. Where the written consent of the student is required, Appendix F can be used and should be kept with the log described in Section VI-B.

UWM does disclose personally identifiable information from the education records of a student without the written consent of the eligible student to appropriate school officials, including faculty and staff, within UWM who have been determined to have a legitimate educational interest in viewing such records or their components, and to agents of the University where students are involved in field and clinical placements. For purposes of student record access under the provisions of FERPA, a school official at UWM is defined as a

member of the faculty, academic or clerical staff and/or agents under contract with the University who have a legitimate need for personally identifiable student information in order to fulfill those contractual obligations. The determination of a legitimate educational interest is primarily the responsibility of the individual charged with the responsibility of providing such as shown in Appendix A.

For these purposes, “legitimate educational interest” shall mean an EDUCATIONALLY RELATED purpose which has a directly identifiable educational relationship to the student involved and underlies the request. More particularly, the following criteria shall be taken into account in determining the legitimacy of University official’s access to student records:

- (a) The official must seek the information within the context of the responsibilities that he or she has been assigned;
- (b) The information sought must be used within the context of official University business and not for purposes extraneous to the official’s area of responsibility or to the University;
- (c) The information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment;
- (d) The task must be determined to be consistent with the purposes for which the data are maintained. Requests related to institutional research and studies are subject to this criterion.

Disclosure to a school official having a legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party. AN UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORD OF THE STUDENT IS PROHIBITED.

## **B. DISCLOSURE TO PERSONS OUTSIDE UWM AND SYSTEM ADMINISTRATION OF THE UNIVERSITY OF WISCONSIN**

UWM reserves the right to disclose personally identifiable information from the education records of a student who is in attendance if that information has been designated as “directory information.”

“Directory information” includes:

- 1) Student’s name, address (mailing, home, E-mail), telephone number;
- 2) Date and place of birth;
- 3) Designation of school/college includes level in school;
- 4) Major field of study;
- 5) Dates of attendance, including whether or not currently enrolled;
- 6) Whether the student is enrolled full-time, half-time, or less than half-time;
- 7) Degrees earned and dates of graduation (includes anticipated graduation dates);
- 8) Honors and awards received, including for example, receipt of a scholarship or fellowship, inclusion on a Dean’s list, or receipt of other academic awards;
- 9) Participation in officially recognized activities and sports;
- 10) Height and weight of members of athletic teams;
- 11) Previous educational institutions attended.

UWM will not disclose “directory information” without first giving notice to “eligible students” of the categories of personally identifiable information which shall be treated as “directory information”. All “eligible students” have the right to refuse the disclosure of personally identifiable information as directory information subject to other overriding provisions of law. To withhold directory information, students must contact Enrollment Services in Mellencamp Hall. If the University receives an inquiry about an individual who has restricted the release of his/her directory information, the caller is told, “Our records do not reflect directory information for this individual. Either this person was not enrolled at UWM or the student has elected to restrict this information.”

### **C. CONDITIONS FOR DISCLOSURE OF EDUCATION RECORD INFORMATION IN HEALTH AND SAFETY EMERGENCIES**

1. Personally identifiable information from the education records of a student will be disclosed by UWM to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Such requests for disclosure may be directed to the Office of Student Life.
2. In making the determination required in item 1. above, the following factors shall be considered:
  - (a) the seriousness of the threat to the health or safety of the student or other individuals;
  - (b) the need for the information to meet the emergency;
  - (c) whether the parties to whom the information is disclosed are in the position to deal with the emergency;
  - (d) the extent to which time is of the essence in dealing with the emergency.

### **D. CONDITIONS FOR DISCLOSURE OF EDUCATION RECORD INFORMATION TO OFFICIALS OF OTHER SCHOOLS**

1. If a student makes a request for a transfer of education record information no further notice of the transfer need be provided to the student.
2. UWM may send education records information to another institution to which the student has applied or intends to apply. If this occurs, the student shall be notified.
3. UWM will, upon request and payment of fees in advance, provide a student with a copy of the education records transferred from the campus.

### **E. CONDITIONS FOR DISCLOSURE OF EDUCATION RECORD INFORMATION WITHOUT PRIOR CONSENT**

The University of Wisconsin-Milwaukee is prepared to disclose personally identifiable information from the education records of students without prior consent to the following recipients, or under the following circumstances:

(1) To authorized representatives of:

- the Comptroller General of the United States;
- the Secretary of the United States Department of Education;
- the U.S. Assistant Attorney or higher ranking official
- State and local education authorities;
- the above officials, provided that disclosure is in connection with an audit or evaluation of Federal or State supported education programs, or enforcement or compliance with legal requirements relating to such programs.

(2) To military recruiters under the conditions of the Solomon Amendment:

The Solomon Amendment (10 U.S.C. statutes 982; 32 C.F.R. 216, 65 F.R. 2056) is not a part of FERPA, but it allows military organizations access to information ordinarily restricted under FERPA for the purpose of military recruiting. Specifically, the Solomon Amendment permits Department of Defense entities to physically access institutional facilities to recruit students, and to obtain student recruiting information. Student Recruiting Information includes:

- a. students' names, addresses, phone numbers;
- b. age (year of birth);
- c. level of education;
- d. academic major;
- e. degrees received;
- f. previous education institution at which student was enrolled.

According to the Solomon Amendment student recruiting information must be released to military organizations once every term if requested. The Solomon Amendment only applies to enrolled students over age 17.

(3) To appropriate authorities in connection with a financial aid application or financial aid received by the student, but only to the extent necessary:

- to determine a student's eligibility for financial aid;
- to determine the amount of financial aid;
- to determine the conditions of the aid;
- to enforce the terms or conditions of the financial aid.

(4) To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statutes adopted prior to November 19, 1974.

(5) To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering, predictive test, administering student aid programs and improving instruction. The studies must be conducted in a manner which will not permit the personal identification of students or their parents by individuals other than representatives of the organization. Such information shall be destroyed when no longer needed for the purposes for which the study was conducted.

(6) To accrediting organizations in order to carry out their accrediting functions.

(7) To parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954. Education record information will be disclosed to parents of dependent UWM students upon satisfactory proof of the dependent relationship. Information concerning proof required to demonstrate such dependency may be obtained from the Office of Student Life or Enrollment Services (SEE APPENDIX G).

(8) To comply with a judicial order or subpoena. The UWM office receiving service of process must make a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance therewith, except when ordered in the subpoena not to notify the student of receipt of federal grand jury subpoena or any other subpoena issued for law enforcement purposes.

(9) UWM may disclose the final results of a disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime of violence to the alleged victim of that crime without the prior written consent of the alleged perpetrator. The disclosure of the final results of a disciplinary proceeding will only include: the name of the student, the violation committed, and any sanction imposed by UWM against the student.

(10) UWM may disclose the final results of a disciplinary proceeding at UWM, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense (defined 34 C.F.R. statute 99.39) and with respect to the allegation, the student has committed a violation of UWM's rules or policies. However, UWM may not disclose the name of any other student, including a victim or witness, without prior written consent of the other student.

(10) UWM may disclose information to parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance if:

- a. UWM has determined that the student has committed a disciplinary violation with respect to that use or possession; and
- b the student is under the age of 21 at the time of the disclosure to the parent.

(11) UWM may disclose information from a student's education records if the parent or eligible student has provided written consent to the party seeking access to the records, rather than require that the educational institution obtain written consent directly from the parent or eligible student.

(12) To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.

(13) To a U.S. Assistant Attorney General or a higher-ranking official who has obtained a court order requiring that the University turn over educational records considered relevant to a terrorism investigation.

#### **F. Limitation on Redisclosure**

Where disclosure is permitted under the preceding sections, disclosure will be allowed only if the recipient of the information indicates that the information will be used only for the purposes for which disclosure is requested and will make no further disclosures to others without the written consent of the student involved.

The following note should accompany the disclosure of any information from a student's record:

**WE ARE DISCLOSING (THIS RECORD) (THESE RECORDS) ON THE CONDITION THAT YOU WILL NOT FURTHER DISCLOSE THIS INFORMATION WITHOUT THE PRIOR WRITTEN CONSENT OF THE STUDENT AND THAT YOU WILL USE THIS INFORMATION ONLY FOR THE PURPOSE(S) FOR WHICH THIS DISCLOSURE HAS BEEN MADE.**

#### **G. Posting of Student Grades**

UWM teaching personnel are to refrain from posting grades using social security numbers or other personal identifiers. This practice potentially violates students' right to privacy. A U.S. District Court decision (Krebs vs. Rutgers 797) involving this issue has made it very clear that posting grades in this fashion violates the law. The University may not be permitted to defend faculty and instructional staff who violate the individual rights to privacy as defined in current law.

#### **IX. Waiver of Rights Under FERPA**

Any eligible student may waive any rights granted under FERPA provided such waiver (1) is in writing and (2) is signed by the student.

##### **A. No Mandatory Waiver at UWM**

No eligible student at UWM shall be required to waive any rights granted under FERPA as a condition of admission, or receipt of any services or benefits. Appendix E constitutes a model waiver form, which can be used to enable a student to waive the right of access to letters of recommendation.

##### **B. Responsibility of UWM in Certain Waiver situations**

If an eligible student waives the right to inspect and review confidential letters and statements of recommendation, the following shall occur:

- (a) The eligible student shall be notified, upon request, of the names of submitters of confidential information;
- (b) The confidential information shall be used by UWM only for the purpose for which it was intended.

##### **C. Revocation of Waiver**

A waiver of FERPA rights by an eligible student can be revoked with respect to any actions occurring after the revocation provided the revocation is made in writing.

#### **X. Amendment of Education Records**

##### **A. Request to Amend**

Where an eligible student believes that any education record involving that student is (1) inaccurate or (2) misleading or (3) violates the privacy or other rights of the student, the student may request an amendment of the records. The request to amend must be in writing and directed to the UWM personnel listed in Appendix A

as having responsibility for the records in question. The request to amend must explain in detail the basis for the modification desired. This process, however, is not to be used for grade appeals or the appeal of other academic judgments. College or department procedures on academic appeals shall apply in those instances.

### **B. Decision by UWM**

Within a reasonable period of time, and after consultation with the dean or division head, the student shall be informed by the appropriate person indicated in Appendix A of a decision by UWM concerning the amendment request. Where UWM declines to modify education records in accordance with the request to amend, the decision must be in writing and indicate the reason(s) upon which it is based. **AT THE SAME TIME, THE ELIGIBLE STUDENT MUST BE ADVISED OF THE RIGHT TO A HEARING. THE STUDENT SHALL BE ADVISED TO ADDRESS A REQUEST FOR A HEARING TO HIS/HER ACADEMIC DEAN.**

### **XI. Right to a Hearing**

Whenever there is a request to modify education records by a student and such request is declined by UWM, the student has the right to a hearing. The hearing shall be conducted in accordance with the following requirements:

- A. It shall be held within fifteen (15) working days of the receipt of the request.
- B. Written notice of the date, time, and place of the hearing shall be given at least five (5) working days in advance of same.
- C. The student shall have a full and fair opportunity to present evidence relevant to the issues which entitled the student to a hearing.
- D. The student may be assisted at the hearing by individuals, including legal counsel, chosen by and paid for by the student.
- E. Upon the termination of the hearing but not more than twenty (20) working days thereafter, the Student Records Appeals Committee shall forward to the Chancellor or his/her designee its recommendation for his/her consideration and rendering of final decision.
- F. The decision announced by the Chancellor or his/her designee shall:
  - (i) be rendered in writing to the student;
  - (ii) be rendered within a reasonable period of time after the conclusion of the hearing;
  - (iii) be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reason(s) for the decision;
  - (iv) provide for the amending of the education record(s) of the student, where it is determined that information within the education records is inaccurate, misleading, or in violation of the student's rights;
  - (v) provide information to the student of the right to place in the student's education records a statement commenting upon the information therein and/or setting forth any reasons for disagreeing with the decision of the Chancellor in the event that the relief sought by the student is not fully granted. Where an explanation is placed by the student in accordance with this section, it shall be maintained as a part of the student's education records for the duration of their retention by UWM. Such explanation shall also be disclosed to third parties whenever related education records are disclosed.

### **XII. Student Records Maintained by UWM Units**

Various student records are maintained by the schools and colleges and by departments in the Divisions of Student and Multicultural Affairs and Administrative Affairs. The description of students' records which follow are not all-inclusive but are designed to provide the student a basis for determining where particular types of records can be located. Students should contact the officials having responsibility for maintaining student records for more detailed information on the type of records maintained by a particular University office. These officials are listed in Appendix A.

### **Schools and Colleges**

Academic records contain UWM placement test scores, class lists, grade reports, and executive action information on students enrolled in the school or college. Information on financial assistance is maintained for grants, scholarships, teaching assistantships and project assistantships awarded by the school or college. Statements of charges and formal hearing records are maintained for student disciplinary action involving cases of academic misconduct. Mailing lists containing the student's name and address are maintained on students enrolled in the schools or colleges.

### **Graduate School Student Services**

Application files for new and re-entering graduate students contain information from the admission application, transcripts of other undergraduate and graduate work and related correspondence. Records of graduate students who have applied and have been refused, filed without action or admitted and never attended, are kept on file for one year. After one year, the files are discarded. Permanent files are kept in the Graduate School for all graduate students who registered at UWM. These records contain biographical information, work at other universities, a cumulative record of courses taken and grades received at UWM, the degree conferred and date of graduation and related correspondence.

### **XIII. COMPLAINTS**

A student may file a written complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605**

regarding an alleged violation of the FERPA. Complaints must be filed on a timely basis. A complaint brought within 180 days of the alleged violation is considered timely.

## **APPENDIX A**

### **Division of Academic Affairs**

#### **College/School/Division/ Department**

#### **Official Responsible for Records**

#### **Custodian of the Records**

#### **Academic Opportunity Center (AOC)**

#### **Admissions/ Advising Component**

Application files contain admission applications, transcripts, ACT, SAT and other admission test scores and, in some cases, writing samples for applicants to the Program. The advising files contain copies of grade reports, registration materials and cumulative progress report for participants in AOC. Advising files also contain information on intended major and on attendance and progress of AOC students receiving tutoring from the Department.

Associate Director

(Advising)

Mitchell Hall 177

229-4696

Same as official responsible for records

#### **Instructional Component**

Records contain grades, some placement scores and class test scores for classes offered by the Department.

Associate Director

(Instruction)

Mitchell Hall 177

229-4696

Same as official responsible for records

#### **School of Allied Health Professions**

Assistant Dean for Student Affairs

Enderis Hall 810

229-5121

Same as official responsible for record

#### **School of Architecture and Urban Planning**

Assistant Dean

AUP 225

229-4015

Same as official responsible for record

#### **School of Business Administration**

Assistant Dean

BUS N251

229-5403

Directing of Academic Advising

BUS N297

229-5271

### **School of Education**

Dean

Enderis Hall 595

229-4181

Assistant Dean (Undergraduate)

Enderis Hall 209

229-4721

Dept. Chairpersons (Graduate)

Director Doctoral Studies (Doctoral)

Room 579, 229-4729

### **College of Engineering and Applied Science**

Associate Dean

EMS 386A

229-4667

Program Assistant (Undergraduate)

EMS 386E

299-5194

### **School of The Arts**

Administrator of Student Affairs

Art 233

229-6135

Same as official responsible for record

### **Graduate School**

Dean

Mitchell Hall 247

229-5483

Director Student Services

Mitchell Hall 261

229-6569

Fellowship Coord. Graduate Financial Aid

Mitchell Hall 261

229-5840

### **College of Letters and Science**

Assistant Dean

Holton Hall 118

229-5872

Assistant Dean

Holton Hall 113

229-5877

### **School of Information Studies**

Assistant Dean  
Enderis Hall 1112  
229-5421  
Program Assistant  
Enderis Hall 1110  
229-4707

### **School of Nursing**

Associate Dean Cunningham Hall Room 743  
229-5468  
Coordinator of Advisors  
Student Affairs Office  
229-5482

### **School of Social Welfare**

Dean  
Enderis Hall 1095  
229-4400  
Assistant Dean  
Enderis Hall 1011  
229-4851

### **UWM Library**

Associate Director  
Library 101  
229-6200  
Personnel Librarian (Personal Records)  
Library 149A  
229-6201

### **University Outreach**

Assistant Dean  
University Center for Continuing Education  
227-3307  
Secretary to the Dean  
UCCE  
227-3326

### **Student Accessibility Center**

Information concerning the handling of requests for accommodations, services and the resolution of complaints will be found in the records of the office.  
Director  
Mitchell Hall 112  
229-5822  
Office Manager  
Mitchell Hall 112  
229-6287

### **Division of Administrative Affairs**

#### **Bursar's Office-Accounts Receivable**

Records contain information on financial obligations and payments by students who are provided short term loans, federal Perkins Loans, Nursing Loans, Minority Doctoral Forgivable Loans and deferred fee payment plans. The records also contain information on delinquent obligations for fee-tuition payments, housing payments, library fines, day care, standard invoices, D.O.C.E. accounts, salary overpayments, and some miscellaneous accounts. Information on individuals with financial obligations include name, social security number and the last known address of the individual.

Associate Bursar

Mitchell Hall 295

299-4914

Same as official responsible for records

### **Division of Student and Multicultural Affairs**

#### **Department of Athletics**

Student athlete eligibility records contain the name, address, date of birth, secondary school and graduation date, attendance record at all colleges/universities, length of military service, previous year and current academic status, general information on financial aid received by the student athlete, and an authorization for release of financial aid information to the Department for participants in inter-collegiate sports. Sports information records contain information on the high school and college athletic activities of student athletes. Mailing lists, phone numbers and student I.D. numbers are maintained on participants in intramural activities and club sports.

Athletic Director

North 125

229-5669

Coordinator (Intramurals)

North 126

229-6433

Secretary

North 125

229-5669

same as official responsible for records

### **Career Development Center**

Credential files contain recommendations reflecting academic work submitted on behalf of the student, a signed option sheet, and a resume or data sheet containing educational background and work experience.

Director

Mellencamp Hall 128

229-4486

Program Assistant

Mellencamp Hall 128

229-4486

## **Department of Enrollment Services**

### **Undergraduate Admissions Files**

Application files for new and re-entering undergraduates and special students contain information from the admission application, high school transcripts, transcripts of other college work and related correspondence. (Undergraduate files are transferred to Undergraduate Records when an applicant becomes a registered student.) The test score files may contain ACT and SAT scores submitted by the prospective applicants. For undergraduate admission files contact:

Director of Enrollment Services

Mellencamp Hall 222

229-6164

Assistant Director of Enrollment Services

Mellencamp Hall 290

229-5718

### **University Special Student/Summer Session Admissions Files**

Application records, as well as some transcript materials from other institutions, are maintained in this office.

Director of Enrollment Services

Mellencamp Hall 222

229-6164

Assistant Director Enrollment Services

Bolton 183

229-4481

### **Registration and Records Files**

Records are maintained on registered undergraduate and special students. The records contain bibliographic information, information on pre-college work and work at other colleges, a cumulative record of courses taken and grades received at UWM, the degree conferred and the date of graduation. Records include current registration forms, changes of registration, student schedules, withdrawal forms and final grade lists.

Director of Enrollment Services

Mellencamp Hall 222

229-6164

Assistant Director of Enrollment Services (Registration)

Bolton 160

229-4876 OR

Assistant Director of Enrollment Services (Academic Records)

Bolton 183

229-4481

### **Testing Office Records**

Test records include the name, student number and test scores for the admission and placement test administered by the Testing Office.

Director of Enrollment Services

Mellencamp Hall 222

229-6164

Coordinator

Mellencamp Hall B28

229-4689

### **Department of Financial Aid**

Records contain bibliographic and financial information on applicants for financial aid. Student folders contain material from federal processors, financial aid transcripts, institutional forms, copies of the student's or parent's income tax returns, interview records, offer letters and related correspondence.

Director

Mellencamp Hall 162

229-3751

Assistant Director

Mellencamp Hall 194

229-6626

### **Department of Residence Life**

Registration records contain information on the room to which a student is assigned, the student's telephone number and mailbox number, permanent address, sex and age. Student files contain signed housing contracts, information on room rate payments, complaints received from residents on financial matters and room assignments, and records on departmental actions relating to the housing contract. Financial records contain information on payment of room charges, bad check information, deferred room charge payments and collection actions. Records also contain information on forwarding addresses of residents who have vacated the residence halls.

Director

Sandburg Commons

229-6589

Assistant Director for Residential Services

Sandburg Commons

229-4068

### **Dean of Students- Office of Student Life**

Student discipline files contain records of disciplinary actions taken and supportive material for such actions. Records on appeals and request for assistance submitted by students contain material related to the problems brought for resolution and information and the disposition of the matter.

Dean of Students

Mellencamp Hall 118

229-4632

Student Life

Mellencamp Hall 118

229-4632

**APPENDIX B:**

Education records Inspection Request

To: \_\_\_\_\_  
(Title of UWM Official Having Charge of Record)

From: \_\_\_\_\_  
(Student Name and Student Identification Number)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

Telephone No.: \_\_\_\_\_

Times you can be reached at this number: \_\_\_\_\_

Indicate Education Records Requested: \_\_\_\_\_

Notice to Students

In order to protect the confidential nature of your education records, you will have to show proper identification at the time you have access to your records. UWM will notify you within 45 days of this request as to the time and place where your inspection will take place.

Please check the box if you believe that you will be requesting copies of your education records. Copies are 15 cents per page. (These copies are not to be considered University transcripts).

Number of Copies desired: \_\_\_\_\_

For request by mail:

All students making a request by mail must provide payment in advance and must execute this document before a notary public:

I hereby request that my above indicated education records, in photocopy form, be sent to me.

\_\_\_\_\_  
(Date) (Name)

Subscribed and sworn to before \_\_\_\_\_  
(Notary Public)

me this \_\_\_\_\_ day of \_\_\_\_\_.

My Commission expires: \_\_\_\_\_ State of \_\_\_\_\_

FOR OFFICE USE ONLY:

Date Records Shown: \_\_\_\_\_

Person Providing Records: \_\_\_\_\_

Listing of Records Shown: \_\_\_\_\_

Type of Identification Shown: \_\_\_\_\_

\_\_\_\_\_

## **Appendix C**

### **Reproduction of Education Records and Collection of Fees**

The Family Educational Rights and Privacy Act prohibits the University from charging a student for the cost associated with retrieving his or her education records. The University, however, may charge a fee for copies of the records that are made for eligible students. Copies obtained in this fashion will not be considered University transcripts.

1. A standard charge per copy is to be assessed. The charge shall be determined and adjusted by the controller's office. This charge is for the purpose of covering the personnel time and production costs involved in providing the copies of the record.
2. A charge for the cost of mailing is to be assessed when circumstances require the copies of records to be mailed.
3. The student is to be provided with a payment receipt for the copies requested.
4. All fees collected are to be deposited in the Cashier's Office within seven days of their receipt.



**Appendix E**

**Form:**

Waiver of right to inspect and review records pursuant to the Family Educational Rights and Privacy Act of 1974, as amended

I have requested \_\_\_\_\_ to write a letter or statement  
(Name)

of recommendation for me to \_\_\_\_\_  
(Person or Organization)

for the purpose of \_\_\_\_\_  
(Consideration for employment, admission, financial aids, etc.)

I hereby waive my right under the Family Educational Rights and Privacy Act of 1974, as amended, to inspect and review such letter or statement. I certify that this waiver is given voluntarily by me.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student's Name- Please Print)

**Note:**

**It is suggested that the original of this waiver be attached to the original, which is sent by the author of the letter. A copy of the waiver could also be attached to any file copies.**

**Appendix F**

**Form: Consent to Disclose Records**

Consent to Disclose Records

I, \_\_\_\_\_ hereby request and authorize  
(Name of Student)

\_\_\_\_\_ to disclose and transmit to  
(Name of UWM Office)

\_\_\_\_\_ (insert name of recipient of education records/or class of parties to whom disclosure may be made)

a copy of the following educational records: \_\_\_\_\_

\_\_\_\_\_ (describe in detail)

for the purpose of \_\_\_\_\_.  
(indicate purpose)

I understand that I can also obtain a copy of the above indicated records if I desire.

\_\_\_\_\_/\_\_\_\_\_  
(Signature of Student) (Date)

**APPENDIX G  
PARENTAL AFFIDAVIT FOR ACADEMIC INFORMATION**

To: Department of Enrollment Services  
University of Wisconsin-Milwaukee  
P.O. Box 729  
Milwaukee, WI 53201

From: \_\_\_\_\_  
First Name M.I. Last Name

\_\_\_\_\_  
Street Address City State Zipcode

Under federal legislation, the "Family Educational Rights and Privacy Act of 1974," and based on the applicable box below, I understand I am entitled to request certain student data, such as grades, dates of attendance, and other records under the custody of the University of Wisconsin-Milwaukee (UWM).

Please check the applicable box:

1. I, \_\_\_\_\_, certify that  
\_\_\_\_\_ Is claimed  
(Please print full name of student) (Social Security Number)

on my Federal Income Tax form as a dependent.

2. I am the parent of \_\_\_\_\_  
(Please print full name of Student) (Social Security Number)

who is currently being claimed by \_\_\_\_\_ (Must be  
(Name of Person claiming for Federal Income Tax)  
completed if Box #2 is checked). Please indicate person's relationship to student. \_\_\_\_\_

**Note:** The above mentioned student must be carried as a legal dependent on the Internal Revenue Tax form. If box 1 or 2 does not apply, the only way you can receive this type of information is for the student to request in writing that academic information be sent to you. If the student is not being claimed, do not return this form. There will be no automatic mailing of grades or other information by UWM to anyone other than the student without a written request.

I hereby request the following document(s) **[PLEASE SPECIFY DOCUMENT AND SEMESTER]:**

\_\_\_\_\_

Please indicated purpose of request: \_\_\_\_\_

I understand that I must make this request for information each time I require student information.

\_\_\_\_\_  
(Signature Required Here) (Date)