



UC San Diego

Policy & Procedure Manual

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STUDENT MATTERS (GENERAL & UNDERGRADUATE)

Section: 160-2 EXHIBIT A

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EXHIBIT A

University of California, San Diego
Office of Admissions and Registrar
9500 Gilman Drive #0021
La Jolla, CA 92093-0021

Notification of Rights Under FERPA

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

- (1) The right to inspect and review the student's education records within forty-five (45) days of the day UC San Diego receives a request for access. A student should submit to the Registrar, Dean, or head of the department a written request that identifies the record(s) the student wishes to inspect. The UC San Diego Official to whom the request was submitted will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records were not maintained by the UC San Diego Official to whom the request was submitted, that Official shall advise the student of the correct Official to whom the request should be addressed.
- (2) The right to request amendments of the student's education records that the student believes are inaccurate or misleading. A student may ask UC San Diego Officials to amend a record that he or she believes is inaccurate or misleading. The student should write the UC San Diego Official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the UC San Diego Official decides not to amend the record as requested by the student, that Official will notify the student of the decision and advise the Student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Student when notified of the right to a hearing.
- (3) The right to consent to disclosures of Personally Identifiable Information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosures to UC San Diego or UC Officials with Legitimate Educational Interests. A UC San Diego or UC Official is a person employed by UC San Diego or UC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom UC San Diego or UC has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an Official committee, such as a disciplinary or grievance committee, or assisting another UC San Diego or UC Official in performing his or her tasks. A UC San Diego or UC Official has a Legitimate Educational Interest if the Official needs to review an education record in order to perform a task or determination that is an employment responsibility or properly assigned subject matter for the Official.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by UC San Diego to comply with the requirements of FERPA.

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The name and address of the office that administers FERPA is:

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

Questions about these rights or any other aspect of Student Records management by UC San Diego Officials may be referred to the University Registrar, Office of the Registrar, Student Services Center, Room 261 or by telephone at: (858)-534-3150 or via email at: registrar@ucsd.edu.

The text of FERPA may be found in the Government Documents section of the UC San Diego Geisel Library. Accessed electronically at the UC San Diego Policy and Procedure Manual.

DIRECTORY INFORMATION

The Federal Family Educational Rights and Privacy Act of 1974 (revised June, 1976) permits UC San Diego and the University to release or publish, without the student's consent, items in the category of "Directory Information" as defined in UC San Diego [PPM 160-2.III.D](#) as the following: a student's name, e-mail address, telephone numbers, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. paid or unpaid enrollment, undergraduate or graduate, full time or part time), number of course units in which enrolled, degrees and honors received, the most recent previous educational institution attended, participation in Officially recognized activities, including intercollegiate athletics, and the name, weight, and height of participants on intercollegiate University athletic teams. Students may request in writing by the last day of registration each academic quarter that any or all Personally Identifiable Information from their records not be regarded as Directory Information. Forms for this purpose are available in the Registrar's Office. Students availing themselves of this right should understand what the consequences of this action may be. For example, if a request is made to withhold from disclosure a student's name and degrees and honors received, UC San Diego cannot make public any honors received by the student, e.g., the award of a Regents Scholarship or election to Phi Beta Kappa, and cannot include the student's name and degree earned in the UC San Diego commencement program without the written consent of the student. Similarly, if a request is made to withhold from disclosure, a student's name and date of attendance, a student's status as a student cannot be verified for potential employers without written consent of the student. Furthermore, if student's last instruction to UC San Diego was to withhold from disclosure the degree granted to that Student and the date on which the degree was conferred, that information cannot be confirmed for a third party in connection with the appointment of that graduate to a new position or published in connection with an honor that individual subsequently receives. Students may reverse the decision of a previous Quarter at registration for a new Quarter on the student data form or at any time by filing a form with the Registrar's Office indicating which items they now wish released.

TYPES AND LOCATIONS OF STUDENT RECORDS AND THE OFFICIALS RESPONSIBLE FOR THEIR MAINTENANCE

The Office of the Registrar maintains an electronic record for every student who attended UC San Diego with the exception of students enrolled in University Extension. This record contains the original admission application data, scanned or electronic transcripts from institutions previously attended, the Residence Classification file and other scanned documents related to application for admission and enrollment. These records are held for four years after the last date of attendance at which time they may be purged.

Separately, the Office of the Registrar maintains the official record of the UC San Diego Academic Transcript. This Academic Record is kept indefinitely. Responsible Officer: Registrar, Student Services Center, Suite 261.

Other Undergraduate Affairs departments also maintain records pertaining to student life and services. These files include placement records for students who use career planning and placement. The Office of Student Conduct and the deans' offices maintain confidential records, for a time-limited basis, of all student conduct cases. Most of the other records maintained by departments in the Student Affairs Division involve employment information for student workers hired in the various Student Affairs administrative units. Responsible Officer: Unit Director.

School of Medicine: The Office of Student Affairs, School of Medicine, maintains admissions and academic records for medical Students. These records include application for admission, course evaluations, pass/fail information and documents concerning grade changes and petitions. The School of Medicine Office of Student Affairs maintains confidential records of all disciplinary cases. Students may review their file in the School of Medicine Office of Student Affairs, upon request to an appropriate staff member in that office. Responsible Officer: Dean, Student Affairs, Medical School, Medical Education – Telemedicine Building.

School of Pharmacy: The Office of Student Affairs, School of Pharmacy, maintains admissions and academic records for pharmacy students. These records include application for admission, course evaluations, pass/fail information and documents concerning grade changes and petitions. The School of Pharmacy Office of Student Affairs maintains confidential records of all disciplinary cases. Students may review their file in the School of Pharmacy Office of Student Affairs, upon request to a staff member in that office. Responsible Officer: Dean, Student Affairs, School of Pharmacy.

The Graduate Division (GD): GD and departmental or graduate programs maintain files for graduate students which contain application for admission, transcript of record from previous institutions, letters of recommendation, or evaluation of student academic progress. Students may request access to information in these files by submitting a written request to GD, or the major department or graduate program. Responsible Officer: Dean of Graduate Studies, fourth floor of the Student Services Center.

Undergraduate Colleges and Academic Departmental Records: The undergraduate colleges and academic departments generally maintain copies of Undergraduate Student petitions kept in the Office of the Registrar. Students can review the documents in their college Academic Advising Office. Responsible Officer: Dean of Academic Advising.

Student Business Services (SBS): is the office of records for all campus based loans. Promissory notes, loan correspondence, personal information data, Entrance and Exit Interview data and any related activity regarding loan collection are held on file. These records are retained for five years after the loan is paid in full. Responsible Officer: Director of Student Business Services, third floor of the Student Services Center

The Cashier's Office: The Cashier's Office is custodian for the following types of student records; Payment Documentation, Check Payments, IRS8300 Form copies, Returned Checks, Daily Cashier Receipt Tapes, Movement of Scholarship Checks to Student Business Services Logs, and Unable to Process Check Payments Letter copies. Each of these records is held in a secure area and are either archived or destroyed as follows; Physical Payment Documentation is destroyed after 5 years. Electronic Payment Documentation is permanently stored on a secure server. Physical Check Payments are destroyed after 3 months. Electronic Check Payments are permanently stored on a secure server. IRS8300 Form copies are destroyed after 7 years. Returned Checks are destroyed after 5 years. Movement of Scholarship Checks to Student Business Services; Logs are destroyed after 5 years. Unable to Process Check Payment Letter copies are destroyed after 5 years. Responsible Officer: Cashiering Operations Manager, Central Cashier's Office, Student Services Center, Suite 170.

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The Housing Office: The Housing Office maintains an electronic record on each student who lives in on-campus housing. This includes application and contract information, rental agreements, prepayment and deposit records, delinquency notices, 30 day and 3 day notices and other personal or confidential information relating to a student's residence on Campus. Responsible Officer: Associate Director Admin Services or Associate Director ARCH (Associated Residential Community Housing), HDH Services Building.

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The Financial Aid Office (FAO): The Financial Aid Office and the Health Sciences Financial Aid office maintain records relevant to student financial support. These records include application data, supporting eligibility data, and student awards, including scholarships, grants, loans and work study. Responsible Officer: Director, Financial Aid Office, third floor of the Student Services Center.

The Student Veterans Benefits Office maintains veteran affairs education benefit records including Chapters 30, 33, 35, 1606, 1607 and Vocational Rehabilitation records – Chapter 31 and Cal Vet benefits. Responsible Officer: Student Veteran Benefits Coordinator, Student Services Center, Office of the Registrar, 2nd Floor.

Student Health Services (SHS): SHS maintains student health patient and medical records. Responsible Officers: Executive Director, Student Health and Well-Being, and the Director of Medical Services at Student Health Services.

The Office of Academic Support and Instructional Services (OASIS): OASIS maintains personnel information of undergraduate peer mentors, tutors, and clerks. Responsible Officers: Business Manager and Director, respectively, OASIS, Center Hall, 3rd Floor.

The Office of Student Legal Services (SLS): SLS maintains Student Legal Services client records. Responsible Officer: Director, Student Legal Services, Student Services Center.

The Office for Students with Disabilities (OSD): OSD maintains records on students who have registered with the OSD and may be receiving accommodations. These records include; medical documentation, information on the types of accommodations provided, and information related to the student's interactions with the Departments of Rehabilitation, Veteran's Affairs and Vocational Rehabilitation. Responsible Officer: Director, Office for Students with Disabilities, University Center, 202.

The Intercollegiate Athletics Department maintains records regarding student participation in NCAA intercollegiate athletics. Responsible Officer: Associate Athletics Director for Compliance & Student Services.

The Recreation Department maintains records regarding student participation in sanctioned competitive Sports Clubs. Responsible officers: Director and Assistant Director of Sports Clubs and the Sports Clubs Athletic Trainers.

The University may maintain certain incidental records not included in the list above and not found in the usual locations. Such records include minutes of the various committees of the San Diego Division of the Academic Senate, and copies of correspondence in offices not listed above. Questions concerning such records should be referred to the University Registrar, Office of the Registrar, Student Services Center, Room 261 or by telephone at: (858)-534-3150 or via email at: registrar@ucsd.edu.

REPRODUCTION OF STUDENT RECORDS

Students may request in writing, copies of their individual records maintained in any of the above offices. The cost for copying these records may be charged, which is usually \$0.10 per page.