

UC SANTA BARBARA POLICY AND PROCEDURE

Student Education Records – Disclosure of Information

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Student Education Records – Disclosure of Information Frequently Asked Questions (FAQ)

GENERAL

1. What are student education records?

Records that contain information directly related to a student and that are maintained by a University of California campus, the University of California Office of the President, or by any organization authorized to act on behalf of the University.

Examples include, but are not limited to, academic evaluations, examinations, transcripts, test scores, general counseling and advising records, disciplinary records, financial aid and loan collection records.

2. What aren't student education records?

- Admissions records for students who do not enroll
- Alumni records
- Personnel/Employment records
- Police records
- Psychological Services/Medical records
- Personal records of instructional, supervisory, and administrative personnel and educational personnel which:
 - a) Are kept in the sole possession of the maker of the record;
 - b) Are not accessible or revealed to any other individual.

3. What can be disclosed to the student?

Almost every part of his or her own student education record including, but not limited to: transcripts (grades), exam papers, test scores, evaluations, financial aid records and loan collection records.

4. What can't be disclosed to the student?

Students are not permitted access to:

- Financial statements of parents/guardians, unless the parent/guardian has given written authorization.
- Confidential statements and letters of recommendation to which the student has waived access rights, such as letters of recommendation for a grant.
- Records containing information about another student, such as a course roster.

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- Personal records relating to individual students (separate from their academic records) that are kept in the sole possession of the maker of the record and not accessible or revealed to any other individual.

5. What can be disclosed to third parties (including parents and spouses)?

Student education record information falls into two general categories:

- a) Directory information, to which third parties have access; and
- b) Confidential information, to which third parties, generally, may have access only if the student signs an appropriate written authorization.

6. What information is considered to be directory information at UC Santa Barbara?

Directory information may be obtained without prior authorization. Each department, school, college, office, program, or entity, which maintains records, is required to give public notice of the categories of information designated as directory information. These units are not required to include all of the following, but may not designate as directory information anything more than:

- Student's name
- Address (local, permanent and email)
- Telephone number (local)
- Major field of study
- Class level
- Date of birth (month/day)
- Dates of attendance
- Last school attended
- Number of course units in which enrolled
- Degrees and honors awarded
- Participation in officially recognized organizations
- The name, weight, and height of participants on intercollegiate athletic teams

7. What information is considered to be confidential information at UC Santa Barbara?

Everything that is not included in the list of directory information is considered confidential.

Policies also permit students to request the University to treat directory information as confidential, limiting third party access to directory information.

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PARENTS AND SPOUSES

1. When does my son/daughter/spouse officially become a student?

Once an admitted applicant submits a Statement of Intent to Register (SIR) to the University, s/he is considered a student whose records are subject to privacy protections governed by the [Federal Family Educational Rights and Privacy Act](#) and campus privacy policies.

Prior to submitting the SIR, a student's records are subject to different privacy protections under the Information Privacy Act.

2. My son/daughter is a minor and I pay all of his/her bills. Does this give me a right to access the student records of my child?

No. The University considers your son/daughter as an adult, regardless of age or financial dependence.

3. Which student records can a parent or spouse obtain without prior authorization?

A parent or spouse without prior authorization may obtain only directory information.

4. What constitutes an appropriate written authorization/waiver of confidentiality?

Your son, daughter or spouse must provide a signed letter to the campus office that maintains the sought-after record. The letter must expressly permit your review of his or her student record and specify the length of time for which access is granted.

5. What if a parent or spouse needs access to a student's record as a result of a health or safety emergency?

Requests should be directed to the Office of Student Life or the Office of the Registrar with a description of the nature of the emergency that requires contacting the student.