

The University of Texas Medical Branch at Galveston

Office of Enrollment Services

Policy on Release of Student Academic Data

The University of Texas Medical Branch at Galveston is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C.A. Section 123g) and the Texas Open Records Act (Tex. Rev. Civ. Stat. Ann. Art. 6252-17c) which protect the privacy of educational records and establish the rights of students to inspect and review their educational records.

Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

Copies of the Act are available in the Office of Enrollment Services. Written requests for inspection of a student's own file may be made to the registrar, dean, head of the academic department, or other appropriate official.

The following categories of student information will be released upon written request and may be released upon verbal request to the Registrar: name (including previous names), campus phone and campus address, email address, previous institution(s) attended, major field of study, dates of attendance, degree(s) conferred and date(s) of degree(s) (including degrees from previous institutions), honors and awards, photographs, participation in officially recognized activities, and postgraduate training site for M.D. graduates and degree candidates.

Students have the right, under provisions of the Family Educational Rights and Privacy Act of 1974, to cause the withholding or disclosure of information categorized in the preceding paragraph. A student's consent is presumed, unless a written request to restrict the information as confidential is made by the student in the Office of Enrollment Services on a prescribed form no earlier than the first day of registration and no later than the census date (normally the twelfth class day) in a term. In cases in which the student files a request for restriction of information, such information is treated as confidential, except as provided by law. The request to withhold directory information is effective until the end of the academic year during which it is submitted, or until the student ceases to be enrolled, whichever occurs first. Notwithstanding anything to the contrary above, UTMB may disclose such student directory information about former students without any notice to or consent from the student.