

Academic Records Requests

Third Party Requests

The Family Educational Rights and Privacy Act (FERPA) set forth requirements regarding the privacy of student educational records. This law governs the access and release of these records.

Who can submit a request for student information?

The Family Educational Rights and Privacy Act (FERPA) generally preclude an institution from disclosing or sharing personally identifiable information from a student record. Exceptions apply, including, for example:

If the institution has obtained the prior consent of the student, or

In response to requests for directory information provided the student has not withheld release of his/her directory information.

FERPA rights cease upon death. However, it is the policy of the University of North Alabama that no records of deceased students be released to third parties after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin.

What data may be requested?

A request for academic records may include:

- Name
- Class/Level
- Local Mailing Address
- UNA College
- Local Phone Number
- Major(s)/Degree Program(s)
- Permanent Address
- Degree(s) Earned and Date(s)
- Permanent Phone Number
- UA email address
- Full-/Part-Time Enrollment Status

What are the fees for processing a request for student records?

Search fees are assessed depending on the medium of the record being requested:

Digital Data File (Provided in Excel Format):

A Query Script Development, Test, Production, & Validation Fee of **\$200.00** is charged for all requests for digital data. This format is for obtaining a list of currently enrolled students (or other population based on UNA designated directory information) with name, email and/or address (local/permanent).

Hardcopy. A search fee of **\$20.00** is charged for each records request.

Electronic. A search fee of **\$20.00** is charged for each records request.

Additional Fees –in addition to search fees

Copy Fees:

For the first 25 pages, there is an additional **\$2.00 charge per page**.
For each page in excess of 25, there is a **\$1.00 charge per page**.

Shipping Fee:

Each request for a hardcopy record is shipped via UPS at the **overnight rate of \$17.50**
Requests for digital data will be e-mailed as an Excel spreadsheet.

Note: Payment is required **before the record request will be finalized**. Checks or money orders should be made payable to the University of North Alabama.