

# STUDENT RECORDS



## Student Records

### Privacy of Student Records (FERPA)

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failures by the institution to comply with the act.

The University has adopted a policy which explains the procedures to be used by the university for compliance with the provisions of the act and the regulations adopted pursuant thereto. Copies of the policy and other FERPA information can be obtained online at [louisville.edu/counsel/ferpa-1/notification-of-students-privacy-rights-under-ferpa](https://louisville.edu/counsel/ferpa-1/notification-of-students-privacy-rights-under-ferpa) (<https://louisville.edu/counsel/ferpa-1/notification-of-students-privacy-rights-under-ferpa/>). Questions concerning the Family Educational Rights and Privacy Act may be referred to the office of University Counsel.

### Student Information System

The Student Information System (SIS) is the electronic system that is used to register students and record their grades. It is from this system that transcripts are produced for students completing coursework at the university beginning with the 1982 fall semester.

### Change of Address

Students requiring address changes during and between terms can make the adjustments via the web through Ulink. Under the heading "Personal Information," select "home and mailing addresses," then select "edit."

Students may also go directly to the registrar's office, room 31, Houchens building, and submit their new address in person. Address changes will also be accepted by calling the registrar's office at (502) 852-6522. Verification of student personal identification number will be required.

### Email Notification

The university will use the university email system to remind students of some academic and financial deadlines as well as notification of cancelled courses. Students are expected to check campus email regularly and are responsible for the information conveyed through university email.