

REQUEST FOR THE RELEASE OF STUDENT DATA (continued)

Conditions for Use of Student Information:

1. Student data may not be reproduced, either electronically or manually, without the express written consent of the University Registrar or the Registrar's designated proxy.
2. Individual student data may not be retained, archived, or electronically stored. Data that identifies a specific student or students must be destroyed by the Terminal Date listed above, or within 30 calendar days of receiving the requested data from the Office of the Registrar.

I acknowledge that the Office of the Registrar is not responsible for any subsequent dissemination of data. In accepting this data as requested above, I agree to comply with all UNC Wilmington regulations governing access and release of student information. If I use this information for research, I will comply with the policies of the [CFR Title 45, Part 26, Protection of Human Subjects](#).

Signature of Requestor: _____

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CONTACT INFORMATION OF SUPERVISOR OR DEPT HEAD (PLEASE PRINT):

NAME: _____

PHONE: _____ **EMAIL:** _____

DATE: _____ **SIGNATURE OF SUPERVISOR OR DEPT HEAD:** _____

Prior to submitting this form, please review the [Federal Educational Rights and Privacy Act](#) (FERPA) and [Directory Information](#) page on the Office of the Registrar website. Requests that include e-mail address information will also be bound under the federal [CAN-SPAM Act](#).

I have reviewed the information listed above and agree to abide by the regulations specified under FERPA, the federal CAN-SPAM Act, and the University of North Carolina Wilmington.

Typical turnaround time for student data requests for outside agencies, businesses, or organizations is 7-10 working days. It is our policy that we only provide student data once per semester for a given organization.

Requests may be submitted by mail to: Office of the Registrar 601 South College Road Wilmington, NC 28403-5618 Or via fax to: (919) 962-3887 Or via email: rjggse@uncw.edu
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