SECTION 8: STUDENT RECORDS

8-2 DIRECTORY INFORMATION

A. Directory information is information concerning a student that may be released publicly. It includes the following: name (all names on record); address (all addresses on record); e-mail address (all electronic addresses on record); phone number (all phone numbers on record); height, weight, and photos of athletic team members; date of birth; major field of study (all declared majors); minor field of study (all declared minors); class level; dates of attendance; enrollment status; names of previous institutions attended; participation in officially recognized activities and sports; honors/awards received; degrees earned (all degrees earned); date degree earned (dates of all degrees earned); and photographic, video, or electronic images of students taken and maintained by the institution.

B. Under the Family Educational Rights and Privacy Act, students have the right to request directory information not to be made public by notifying the Office of the Registrar. Students should be aware that information might be collected for use in publications in advance of printing. In order to effectively suppress release of directory information, students should restrict their information as early in the term as possible. To restrict release of all directory information, students must personally contact the Office of the Registrar for the reversal procedure.

The University receives many inquiries for ‘directory information’ from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. Campuses have no responsibility to contact students for subsequent permission to release directory information after it is restricted. The University will honor student requests to withhold directory information until the student specifically and officially requests to lift these restrictions. To reverse existing directory restriction, students must personally contact the Office of the Registrar for the reversal procedure.

REVISION RECORD:
August 1, 2012 - Published