

Policies Regarding Release of Student Information

I. Release of Directory Information

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. Unless a student requests in writing to the contrary, federal law permits the University to release the following directory information to the public without the student's consent:

- Name
- Mailing and permanent address
- Telephone numbers
- Date and place of birth
- Major field of study
- Class (junior, senior, etc.)
- Enrollment status (full-time, part-time, etc.)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and anticipated date of graduation
- Degrees and awards received (including Dean's List and Chancellor's List as well as scholarships)
- The most recent previous educational agency or institution attended by the student

Please note: Students who do not wish their directory information be released outside the University or published in the campus directory must provide written notice to the Office of the Registrar. If a student has a directory restriction placed on their record it is all-inclusive (cannot restrict information just from certain individuals); it applies only to directory information and it must be made by a currently enrolled student. A directory restriction remains in affect until the student requests that it be removed.

II. Release of Non-directory Information:

There are circumstances in which non-directory information may be released and prior consent is **not** required. These include:

- 1) To a school official with an educational interest or a legitimate need to know (School official is defined as an individual or group providing services or carry out responsibilities on behalf of the institution.)
- 2) When it is required by law or ordered by a court
- 3) For Financial Aid purposes
- 4) In a health or safety emergency
- 5) To parents (in cases of financial dependency or substance abuse)
- 6) Disciplinary (alleged victim of a crime of violence any results, final results if violation determined, and release to parents for underage drinking/substance abuse violation)