

NOTICE CONCERNING DIRECTORY INFORMATION

As described in the Notice of Student Rights under FERPA, the University, with certain exceptions, is required to obtain written consent from a student prior to publishing or disclosing of personally identifiable information from student education records.

However, the University may publish or publically disclose the information listed below as “directory information” without the student’s consent, unless the student has notified the University, using the process described below, that the student wishes to opt out of such disclosures.

The following information about a Student has been designated by University as Directory Information:

- name;
- local and permanent postal addresses;
- email address;
- telephone number;
- place of birth;
- field of study;
- dates of attendance;
- enrollment status;
- student classification (example: freshman, first year law school student)
- degrees awarded;
- certificates and awards (including scholarships) received;
- photographs;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams; and
- most recent previous educational agency or institution attended.

The University will consider your Directory Information to be publically available unless you affirmatively opt out of the Directory Information exception. If you do not want the University to disclose information directory information from your education records without your prior written consent, you must opt out by filling out and returning the Request for Confidentiality form available on the [Registrar forms](#) webpage under FERPA Packet.

Directory information may appear in public documents and may otherwise be disclosed under the Directory Exception unless your opt out request is received, as applicable, during the first twelve (12) days of class of a fall or spring semester, the first four (4) class days of a summer semester, to withhold such information from disclosure.

A request to opt out of the release of Directory Information about you will remain in place until you affirmatively rescind it. Upon graduation or termination of your enrollment for any reason, the directory information selection in place at that time will remain in place unless you notify the University.

A request to opt out of the Directory Information exception does not affect the University’s ability to disclose information from your education records under another exception permitted by FERPA.