



Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that University of Mary, with certain exceptions, obtain eligible student's written consent prior to the disclosure of personally identifiable information from their education records. However, University of Mary may disclose appropriately designated "directory information" without written consent, unless the eligible student has advised the University of Mary to the contrary in accordance with University of Mary procedures. The primary purpose of directory information is to allow the University of Mary to include information from an eligible student's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The Dean's List or other recognition lists;
- Graduation programs; and
- Sports roster, such as for wrestling, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without an eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or sell graduation-related merchandise.

If you do not want University of Mary to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the University of Mary in writing (see Request to Withhold Directory Information Form). It is recommended that this notice be submitted by the end of the second week of the semester. The University of Mary has designated the following information as directory information:

- Student's name
- Address (local and permanent)
- Telephone number (local and permanent)
- Electronic mail address
- Photograph
- Date and place of birth
- Major(s) and minor field of study
- Dates of attendance
- Class level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user