

# Alfred University

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## Request to Prevent Disclosure of Directory Information

Directory Information is defined as public information that *may* be released at the discretion of Alfred University. However, while federal law allows the University to release this type of information to anyone, University policy is that directory information is not released off campus except as required by law or in the interest of campus safety. We strive to protect the privacy of students while still allowing student-to-student contact within the AU Community and desirable publicity about student accomplishments.

Four items of directory information are made available online, but *only within the AU community*. The items listed in "my.alfred.edu" web portal directory are: Name, local phone number, Powell Campus Center box number, and e-mail address. If a student has no PCC mailbox, then no address is listed. At your option, you may add additional information and even post a photograph of yourself, but the University provides only the basic contact information listed above. A person must have an active AU network account and login in order to view this directory.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), you have the right to request confidentiality by telling us not to release directory information. (See other side for an explanation of all of your rights under FERPA.) But *please consider carefully the consequences of a decision to withhold Directory Information*. If you choose this restriction, you will not be listed in the online directory described above, and you probably will not receive desirable communications from students and student organizations. You will not receive any publicity about your accomplishments, awards, or honors earned at AU. We will not be able to acknowledge or confirm that you are enrolled at the University without your specific, written request that we do so, case-by-case.

If you wish to prevent the disclosure of directory information, check the box below, sign where indicated, and return this form to the Student Service Center, Seidlin Hall by dropping it off, by fax to 607-871-2347 or, by mail to: Student Service Center, One Saxon Drive, Alfred, NY 14802-1205.

**Do Not Disclose Directory Information**

I realize that this restriction remains in effect until I retract it in writing *or until 60 days before I expect to graduate\**, whichever comes first. I know I must complete another form like this one in my final term of attendance to extend this restriction through and beyond graduation.

Printed/Typed Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note:** A block on directory information expires automatically 60 days before graduation *unless very deliberately extended* because, with a restriction in place, the University cannot print your name in the Commencement Program, announce your name in public at graduation, or confirm on the telephone to anyone, including potential employers, that you ever attended AU and/or earned a degree. We have found that nearly all students who restrict directory information while enrolled DO want to be listed in the Commencement program and DO want us to be able to confirm that a degree was earned.

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## Retraction of Request to Prevent Disclosure of Directory Information

I previously signed a request to prevent disclosure of directory information, but I now retract that request.

Printed/Typed Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Family Educational Rights and Privacy Act

## Students' Rights

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) affords Alfred University students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, division chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of those education records believed by the student to be inaccurate or misleading.

Students should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is believed to be inaccurate or misleading. If the University official responsible for the record decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. In the same notification, the University will also advise the student of procedures for a hearing. Insofar as possible, the services of the University Ombudsman and the members of the Ombudsman's Student Grievance Committee will be used in these instances.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent may be made as follows:
  - To school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Security and Health Center personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or a collection agent and, specifically, the National Student Clearinghouse and, for those students purchasing health insurance through the University, Academic HealthPlans); a person serving on the Board of Trustees; or a student serving on an official University committee charged with a task that involves review of education records, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - To parents of dependent students.
  - In connection with financial aid.
  - To Federal State, and local authorities in connection with an audit or evaluation of compliance with education programs.
  - To organizations conducting studies for or on behalf of educational institutions.
  - To comply with a judicial order or subpoena. (In most cases, the University must make reasonable effort to notify a student or former student in advance of compliance.)
  - In connection with a health or safety emergency.
  - To an alleged victim of a crime of violence, the University may release the results of a related judicial hearing. If the charges involve sex offenses (forcible and non-forcible), the student bringing the charges as well as the student charged will be informed of related judicial hearing results.
  - To the student.
  - To the public, at the discretion of the University, those portions of education records defined as "Directory Information". Note, however, that the University severely restricts such releases and students may request that the University withhold all Directory Information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alfred University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605