

**Policy Number:** 02-20-020

**Policy Title:** STUDENT RECORDS – DIRECTORY INFORMATION

**Effective Date:** March 27, 2015

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**1. Directory Information**

Information about a student maintained in educational records may be released without the student's consent when needed or useful to identify or locate a named student and may be disclosed upon request. Such directory information includes:

- A. Full name;
- B. Campus Address(es);
- C. Campus Telephone number(s);
- D. Major field of study;
- E. Dates of attendance;
- F. Degree(s) and date(s) received;
- G. The fact of enrollment, including whether the student is enrolled full-time or part-time;
- H. E-mail Address(es).

**2. Student's Right to Restrict Disclosure of Directory Information**

Each student has the right to designate directory information as not being subject to release without his or her consent, except as otherwise permitted by law. The University Registrar's Office shall provide to each student a form entitled "Request to Restrict Directory Information" to be used by the student to designate that directory information may not be released without the student's consent. If the student does not submit the completed form by the date indicated, the University may release directory information pertaining to that student.

**3. Responsible Units**

Other departments and divisions of OHSU which receive directory information requests about students shall refer such inquiries to the University Registrar's Office.

**4. Release of Other Student Information**

Except as otherwise provided by law, no student educational records, other than directory information, shall be released without the student's consent.

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**Related Forms: Request to Restrict Directory Information**

**Revision History: October 25, 1996; January 14, 2003; February 6, 2006; March 27, 2015**

**Responsible Office: Registrar**