The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as “Directory Information” and gives the University the right to disclose such information to anyone inquiring without having to ask the students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. Directory Information for external disclosure and purposes is limited to: the student's full name; major(s) or field(s) of study; dates of attendance; degree(s), certificate(s), honor(s) or award(s) and date(s) received for each; and the fact of enrollment, including whether the student is enrolled full-time or part-time, undergraduate or graduate. Directory Information for internal disclosure and purposes is limited to: the external disclosure of Directory Information listed above; OHSU address(es); OHSU telephone number(s); and OHSU email address.

If you wish to withhold the disclosure of Directory Information, fill out the information below and return this form to the OHSU Office of the Registrar. Please consider very carefully the consequences of your decision to withhold Directory Information. By doing so you will restrict the release of Directory Information. This means that (except as otherwise allowed by law) no Directory Information (including degrees awarded) will be disclosed about you while the restriction is in effect. The restriction will remain in effect until you notify the Office of the Registrar in writing to remove the restriction.

Note that, even with a restriction in place, your information will be made available to school officials who need it to notify you of academic events or to conduct official University business. Also, any request to restrict Directory Information will not apply to any specific information release authorization you provide to a school official. A copy of the Education Records Policy explaining this may be obtained from the OHSU Office of the Registrar or online at OHSU’s Academic Policies website.

REQUEST TO CHANGE RESTRICTION OF DIRECTORY INFORMATION

Choose one:

☐ I have carefully read the above statement and request that my directory information not be disclosed to third parties without my written permission or as permitted by the law.

☐ I wish to revoke my previous request for non-disclosure of directory information.

Name (print):___________________________________________     Student ID_________________

Signature:_____________________________________________      Date:______________________

Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring it to the attention of the University. Complaints of non-compliance may also be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Revised 4/27/2022