

DIRECTORY INFORMATION – NO RELEASE FORM

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is intended to ensure a student the right to inspect, review, and control access to his/her educational records and to protect the student’s right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent.

Willamette University’s educational records policy is intended to comply with the requirements of FERPA. Students will be informed annually of their FERPA rights by publication in the Willamette University College of Law (WUCL) Student Handbook, which is also available on the WUCL Student website at <http://www.willamette.edu/law/internal/students/osa/index.html>. More detailed information regarding your rights under FERPA may be accessed in person or online at the Office of the University Registrar at http://willamette.edu/offices/registrar/student_records_privacy/index.html.

FERPA designates certain information related to students as “directory information” which may be disclosed. The University exercises its discretion to disclose such information without having to ask students for permission, unless the students specifically request in writing that such information not be made public without their written consent.

The University designates as directory information, that which may be disclosed from records relating to a student or applicant for admission without his or her consent: name, address, telephone number, internet “email” address, current enrollment status, dates of attendance, degrees conferred by Willamette (including dates), major field of study, photographs, honors/awards received, participation in officially recognized sports and activities, weight and height of members of athletic teams.

Should you wish to withhold the disclosure of your directory information, fill out the information requested below and submit it to the Office of Student Affairs (RM 202, Truman Wesley Collins Legal Center) at the beginning of the academic semester, to be received no later than 4:00 pm PST on the Friday of the first week of classes. WUCL will honor the request for no more than the current academic year during which the request is submitted. A new request must be re-filed each academic year during the specified time. If you change your mind and would like to rescind your request to withhold the disclosure of all directory information, you must notify the Office of Student Services in writing with your signature that you wish to have the hold removed. A student’s last selection for the disclosure of directory information at the time of graduation, or the last date of attendance, remains in effect after graduation indefinitely unless a written request is received from the student.

Please consider carefully the consequences of your decision to withhold any or all directory information, as any requests from prospective employers, other schools, organizations, or persons shall be refused. Regardless of the effect on you, WUCL assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that my directory information selected below is not to be disclosed to any third party without my written consent or as permitted by the law.

Name	Student ID
Address	City/State/Zip
Telephone No.	Email
Signature	Date

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| <input type="checkbox"/> ALL Directory Information | <input type="checkbox"/> Name | <input type="checkbox"/> Address | <input type="checkbox"/> Email address |
| <input type="checkbox"/> Telephone number | <input type="checkbox"/> Enrollment status | <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Other, please specify: | | | |