

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT - DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1974, Oakland University gives notice, through the web Schedule of Classes, that it may release certain data about individual students as directory information. Directory information may be released without a student's permission. Oakland University considers the following items to be directory information:

Name
Addresses (excluding OU e-mail address)
Telephone number
Date and place of birth
Major field of study
Participation in officially recognized activities and sports
Height and weight of members of athletic teams
Degrees, honors and awards received, including scholarships
And eligibility for inclusion in National Honor Societies
Degrees for which the student has applied
Most recent previous educational institution attended by a student
Dates of attendance
Class code
Photographic or electronic images including ID card pictures

Students who do not want directory information released in any other form must notify the Office of the Registrar in writing. Forms for this purpose are available in 101A O'Dowd Hall. Upon receipt of the completed form or a letter with a copy of the student's picture ID, directory information will be withheld until the student requests in writing that it be released. Requests for privacy may also be faxed to the Registrar at 248-370-3461.

Students who wish clarification of their rights under the act may contact the Dean of Students, the University Hearings Officer for the Family Educational Rights and Privacy Act of 1974, in 144 Oakland Center or by phone at 248-370-3352.

Students who do not want directory information to appear on the OU web site AND do not want to request confidentiality can restrict release of such data by doing the following:

Login to Sail
Click on Login to Secure Area
Complete the User Login
Select Personal Information
Select Directory Profile
De-select the Display in Directory option for items you wish to not appear in the web directory

TO: **Office of the Registrar**
101 O'Dowd Hall

RE: **Request for Non-Disclosure of Directory Information**

I do not wish to have directory information (as described above) about me released by Oakland University.

NAME _____ STUDENT NUMBER _____
(please print)

SIGNATURE _____ DATE _____

STREET _____

CITY _____ STATE _____ ZIP _____

ARE YOU GRADUATING THIS TERM? _____

OU Registrar Office Use Only:

Confidentiality Applied to Record on:

By:

TO: **Office of the Registrar**
101 O'Dowd Hall

RE: **Request to remove Non-Disclosure of Directory Information**

Please remove "Confidentiality" from my Oakland University record.

NAME _____ STUDENT NUMBER _____
(please print)

SIGNATURE _____ DATE _____

STREET _____

CITY _____ STATE _____ ZIP _____

ARE YOU GRADUATING THIS TERM? _____

OU Registrar Office Use Only:

Confidentiality Removed from Record on:

By: