UNIVERSITY POLICY

Release of Student Information

POLICY
Slippery Rock University is committed to maintaining the privacy of its student records and as such, limits the release of Directory Information for official University purposes or to those vendors with which the University has a contractual relationship.

PROCEDURES

Directory Information:
Directory Information is information not generally considered to present an invasion of privacy if disclosed. Federal law permits that the University may release directory information to the public without the student’s consent. Directory information includes:

1. Name
2. Addresses (local, permanent and email)
3. Telephone (local, cell and permanent)
4. Date and place of birth
5. Major/minor fields of study
6. Class level (freshman, sophomore, etc.)
7. Enrollment status (full or part-time); credits
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Dates of attendance, anticipated date of graduation, graduation date
11. Degrees and awards received including scholarships
12. All previous educational institutions attended
13. ID photos and those taken in a public setting
14. Title of master thesis

To withhold directory information:
Under the 1974 Family Educational Rights and Privacy Act (FERPA), a student has the right to submit a written request to withhold the disclosure of directory information from persons outside the University and from being published in the University Directory. Please note that this information can only be suppressed from the public, not from University officials and/or certain state and federal officials. If a student has a directory information restriction placed on their record: it is all-inclusive; applies only to directory information, and is in effect unless revoked in writing by the student.

To suppress directory information from release outside the University or published in the University Directory, students must provide a written notice within the first two weeks of the semester/session. Forms requesting the withholding of directory information are available at 107 Old Main or online at academic.records@sru.edu.

Once information is suppressed, it will not be released to news services or posted on any University websites for honors such as the Deans’ List, nor printed in the SRU Commencement Program when you graduate, unless you revoke the suppression

Non-directory Information:
There are circumstances in which non-directory information may be released and prior consent is not required. These include:
1. To a school official with an educational interest or legitimate need to know. (School official is defined as an individual or group providing services or carrying-out responsibilities on behalf of the University.)
2. When it is required by law or ordered by a court
3. For financial aid purposes
4. In a health or safety emergency
5. To parents (in cases of financial dependency, substance abuse or mental stability)
6. Disciplinary under Title IX requirements

To the IRS:
The Internal Revenue Service (IRS) requires the University to provide information about each student for use in determining tax credits and deductions. This information includes:
- Social Security number
- Tuition payment amount
- Payment of other expenses
- Interest on any educational loans

To media:
Unless a written exemption is in place, the University will release Directory Information to media as requested.

To (non-media) external and internal 3rd parties:
Slippery Rock University will not release directory information for solicitation purposes to third parties from outside the University. This includes outside vendors, businesses and organizations unless the University has entered into a contract/agreement with the 3rd party that requires the use of this information.

Slippery Rock University will not release directory information to parties within the University unless the request is directly related to the academic and social mission of the University.

SANCTIONS
Anyone who violates this policy is subject to disciplinary or legal action as set forth in the Student Conduct Code, SRU employee work rules or Pennsylvania statues.

RESPONSIBILITY FOR IMPLEMENTATION
The Executive Director of Academic Records is charged with screening all non-media or Right To Know requests for student information and determining distribution.

SCOPE OF COVERAGE
This policy applies to all University employees, students, guests and contractors

Authority for creation and revision
Approved by University Cabinet: December 2012