

**DIRECTORY INFORMATION (FERPA) POLICY**

*Approved by Administrative Council 4/13/09*

*Effective date 4/13/09 / Updated 9/23/2024*

In accordance with the Roseman University of Health Sciences policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Roseman vigorously protects the privacy of student education records. Roseman does not release private records of individual students, such as grades and class schedules, without prior written consent of the student except if required by law. FERPA does designate certain information related to students as “directory information” and gives Roseman the right to disclose such information to anyone inquiring, without a student’s permission, unless the student specifically requests in writing that all such information not be made public without his or her written consent. Roseman defines “directory information” as the following: name, current address, telephone number, student e-mail address, dates of attendance, class, full or part-time enrollment status, major field of study, honors and awards, and biographies and photographs. No other student information is released to non-University personnel without the student’s written permission, unless required by law.

As permitted under federal law, the sole exception to the above practice is the release of directory information considered to be public in nature and not generally deemed to be an invasion of privacy. Roseman uses directory information for educational purposes, such as to mail notices to students about changes in policies, services or opportunities. Directory information may also be provided to the alumni association, foundations, or other individuals for purposes that may be beneficial to students. Roseman exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request as provided by the requestor.

Students have the right to request that Roseman not release directory information about them. Students are advised to consider carefully the consequences of any decision made regarding the withholding of any category of directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Some of the effects of this decision to request confidential status include, but are not limited to, friends or relatives trying to reach a student will not be able to do so through Roseman; information on a student’s enrollment status will be suppressed, so if a loan company, prospective employer, family members, etc. inquire about a student they will be informed that the University does not have information that it can release related to the student. Roseman will honor the student’s request to withhold all categories of information designated by Roseman as directory information but will not assume responsibility for contacting the student for subsequent permission to release them.

If students wish to withhold the disclosure of all the items of directory information, they are required to complete the "FERPA/Written Consent Form" form located on the Roseman website under FERPA. This form must be received by the Registrar's Office within the first two weeks of class. If this form is not received by that date, all directory information will be disclosed for the remainder of the academic year. The form will be kept on file in the Registrar’s Office.

**Legitimate Educational Interest**

Refers to any authorized interest or activity undertaken on behalf of the University, where access to the student's education record is necessary or appropriate for the proper execution of the task. This access is limited to those acting within the course and scope of their employment and authority.