

# FERPA

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The Office of the Registrar maintains education records for all currently enrolled and former students. Student education records are governed by the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

### Directory Information and Student Confidentiality

St. Mary's University will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Directory information is that which is regularly made public such as student directory, athletic printed programs, requests made by potential employers, etc. St. Mary's University designates the following student information as directory information:

1. Name, address, telephone number, e-mail address
2. Major field
3. Participation in officially recognized activities and sports
4. Weight and height of members of athletic teams
5. Dates of attendance
6. Degrees, honors, and awards received
7. The most recent educational agency or institution attended

Each student has the right to restrict the release of this information by submitting the appropriate form to the Registrar's Office. This request will remain in effect while the student is enrolled or unless student rescinds the request. School officials with legitimate educational interests may have access to educational records, without the students' consent if the record is needed in order to fulfill his or her professional responsibilities. School officials are identified as a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks.