

DIRECTORY-TYPE INFORMATION RELEASE

In accordance with state and federal law, the University has adopted rules to govern the gathering, use and disclosure of student records, with the aim of guaranteeing the privacy of such records. Under the Student Record rules, most of the records that the University maintains with regard to a student can be disclosed without a student's written consent only to the student, to University officials, to sponsors of financial aid (when the student has applied for or received aid), or to government agencies upon receipt of lawful subpoenas.

The University can, however, release "directory" information without obtaining a student's prior consent.

Directory information is limited to:

- the student's name,
- current address,
- telephone number,
- e-mail address,
- dates of attendance,
- number of credits earned,
- degrees and awards received, and
- the fact of enrollment, including whether the student is enrolled full-time or part-time

A student can request that even directory information not be disclosed by filing a written request with the Office of Admissions, Records, & Financial Aid no later than the last day of the regular registration period for the first quarter of the academic year in which the student enrolls. By doing so you will restrict the release of all information, which means no information will be disclosed about you (including degrees awarded) or published in any publication while the restriction is in effect.

Full copies of the rules may be obtained at the Office of Student Affairs, Smith Memorial Student Union, Room 433. Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring it to the attention of the University. Complaints of non-compliance may also be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202-4605.

Web: Students now have access to their academic information online via the PSU Information System. PSU recommends that students keep the PIN (Personal Identification Number) they use to access this information secure and to change their PIN at regular intervals. For instructions, use the Help feature on the Login page.

If you do not wish directory information released, please complete, clip out and submit the form below to the Admissions, Records, & Financial Aid windows in the lobby of Neuberger Hall.

Request to Restrict/Release Directory Information

I, _____, student ID number _____,
(full name)

request that directory information be restricted be released.

To disable online access to your academic information, please check here and initial: _____
This will disable your access to the online PSU Information System.

(signature)

(date)