

3356-8-04.1 Requests for student directory information from external organizations.

- (A) Policy statement. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records. However, pursuant to FERPA, an educational institution may disclose information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy (34 C.F.R. 99.3). Such information is known as directory information.
- (B) Scope. This policy applies to requests from external organizations for the directory information of currently and previously enrolled students (collectively referred to as student/students for purposes of this policy).
- (C) In accordance with FERPA, Youngstown state university (university) has designated the following student information as directory information:
- (1) Name;
 - (2) Address (local, home and email);
 - (3) Telephone (local and home);
 - (4) Program of study (including college of enrollment, major and campus);
 - (5) Enrollment status (e.g., full-time, part-time, withdrawn);
 - (6) Dates of attendance and graduation;
 - (7) Degrees, honors, and awards received;
 - (8) Previous educational agencies or institutions attended;
 - (9) Participation in officially recognized activities and sports;
 - (10) Weight, height, hometown, high school attended and photographs of members of intercollegiate athletic teams; and
 - (11) Graduation lists.
- (C) Parameters.

- (1) Requests for student directory information must be submitted in writing to the office of the registrar and with appropriate contact information included. The office will review each request to ensure that it adheres to FERPA guidelines, state law, and university policy.
- (2) In accordance with section 3319.321 of the Revised Code, the university will not release the directory information concerning any student to any person or group for use in a profit-making plan or activity. In order to ascertain whether the directory information is for the use of a profit-making plan or activity, the division may require that the requestor disclose their identity and/or intended use of the information.
- (3) The university may deny a request for directory information if the information is personally identifiable and for a purpose other than one listed in section 3319.321 of the Revised Code or for a legitimate educational purpose.
- (4) Information will only be released upon the condition that the information will not be further disclosed.
- (5) Students may request that their directory information not be released to external organizations by completing and signing the ["Student Privacy Hold Form,"](#) which is available in the penguin service center.

(D) Procedures.

- (1) Requests must be submitted in writing and emailed to the office of the registrar with a statement of affiliation, description of specific directory information the requestor wishes to receive, date by which to receive the data and the requestor's name, postal mailing address, telephone number and email address.
- (2) A three-week lead time is recommended. Complex list requests may require a longer lead time.
- (3) In cases in which the information cannot be provided within the standard time frame, the requester will be notified.
- (4) Copying charges will be consistent with university charges

pursuant to a public records request.