

RELEASE OF INFORMATION POLICY

Family Educational Rights and Privacy Act of 1974 (FERPA)

Roger Williams University complies with the Family Educational Rights and Privacy Act of 1974, which governs access and release of information from student educational records.

This statute, in part;

- Permits students to inspect their educational records upon request
- Provides the opportunity to seek amendment to such records as inaccurate or misleading by writing to the official responsible for the record, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading
- Requires student consent prior to disclosure of non-directory information such as grades and class schedules to persons outside of RWU without the student's written permission (including parents unless proof of financial dependency has been established).

Requests to limit disclosure of directory information must be filed in the Registrar's Office. Prior consent is not required for disclosure of educational records to officials of RWU who have been determined to have a legitimate educational interest and who need to review an educational record in order to fulfill their professional responsibility. A school official is a person employed by RWU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personal and health staff); a person or company with whom RWU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks.

Institutions may disclose information on a student without violating FERPA if it has designated the information as **"Directory Information"**.

At Roger Williams University, this includes:

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|---|------------------------------|
| -Student Name | -Local Address |
| -Local Telephone Numbers | -Classification |
| -Honors and Awards Received | -Photograph |
| -Dates and/or Verification of Attendance | -E-mail Address |
| -Date and Place of Birth | -Expected Date of Graduation |
| -Verification of Graduation and Degree(s) Received | -Degree Program |
| -Participation in Officially Recognized Activities and Sports | -Major Area of Study |
| -Weight and Height of Members of Athletic Teams | -Enrollment Status |
| -Most Recent Previous Educational Institution Attended | |

Other information is designated as restricted. In most cases, such records will not be released to a third party without written release from the student specifying which records are to be released, and to whom.

The complete RWU policy on access to and release of student information is available in the Office of the Registrar.
