

# Westfield State University

Policy concerning:

APPROVED: October 1996

REVIEWED: December 2014

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## RELEASE OF STUDENT DIRECTORY INFORMATION

### PURPOSE

The purpose of this document is to establish a policy on the release of Westfield State University student directory information.

### DEFINITION

Consistent with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law protecting the privacy of student education records, the University may release to the public student directory information, without consent, provided that students are notified annually about directory information and are provided with a reasonable amount of time to request directory information about them be suppressed from disclosure. The actual means of student notification (special letter, inclusion in a bulletin, student handbook or newspaper article) is left to the discretion of the University.

Student directory information includes student name, campus address, campus telephone listing, home address, home telephone listing, photograph, date and place of birth, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, height and weight of student athletes and the most recent previous educational agency or institution attended by the student.

### POLICY

1. Student requests to suppress directory information about them from public disclosure must be made annually, in writing, to the University Registrar by October 1 (or by the last day of business prior to this date if the University is closed on October 1).
2. Generally, only a student's name and telephone number shall be disclosed, however, exceptions may be authorized by administrators at the Director level or above on a case-by-case basis.
3. Directory information shall not be disclosed to outside business/vendors,

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however, exceptions may be authorized by administrators at the Vice President level or above when a business/vendor is engaged in a joint venture with the University to provide a tangible benefit to students, and further, provided that the business/vendor agrees in writing not to disclose student directory information to any other party.

4. Charges for directory information will be consistent with the Massachusetts Public Records Law.

## REVIEW

This policy shall be reviewed annually by the Vice President for Student Affairs.