

This information is now being submitted online through your SIS login. See “Review Directory Information” under “Holds and Alerts.” If you have not already done so, please login and complete any holds releases that you have. If you have questions, you may contact registrar@stolaf.edu or call 507-786-3015.

Family Educational Rights and Privacy Act (FERPA)
Third-Party Access to “Directory Information” (Public Information)
St. Olaf College
December 2009

FERPA allows St. Olaf College to release “directory information” (public information) at any time, with or without the consent of the student, unless the student has restricted access; see below.

Provisions of FERPA allow the institution to define directory information. St. Olaf College determines that the following student information is directory information:

- name
- local and permanent mailing addresses
- local telephone numbers
- e-mail address
- dates of attendance
- registration status
- class
- major field of study
- awards, honors
- degree(s) conferred
- past and present participation in officially recognized sports and activities
- physical characteristics (height/weight) of athletes
- prior schools attended
- Month, day, and place of birth
- photographs and other visual images*

*St. Olaf College records visual images during many campus events and daily activities, such as convocations, concerts, classes, athletic events, and other public events on and off campus. These images are regularly used and published as part of St. Olaf’s coverage of campus life for a variety of audiences, including but not limited to the *St. Olaf Magazine*, the St. Olaf official website, and admissions materials.

Enrolled students have the right to restrict directory information under FERPA; however, such restriction must not be undertaken lightly. For example, if a student chooses to restrict access to his/her name and dates of attendance, this will restrict the ability of college personnel to verify that the student is/was a St. Olaf College student. This may adversely affect applications to transfer or enroll in graduate institutions, for current or future employment, or scholarships, loans, or granting agencies.

Suppressing directory information means:

- The student’s name will not appear in the on-line or paper *St. Olaf Directory*, and the switchboard will not give it out;
- St. Olaf College personnel cannot acknowledge to anyone that the student is a student at St. Olaf. Within the SIS, for students who have restricted access to directory information, student records are coded via a red background. Students may not deny access of directory information to school officials with legitimate educational interest.

Note that all students are included (in aggregate form) in federal and state reports.

Requests to prohibit or limit the release of directory information can be made only via a form completed in person at the Registrar’s Office. Please note that authorization to prohibit or limit the release of directory information is in effect the duration of a student’s stay at St. Olaf College and after the student leaves the College, unless it is voided by the student via a written request to the Registrar’s Office.

Requests to keep directory information out of the printed St. Olaf College Phone Directory must be received by July 15 of each year. The following items of “directory information” normally appear in the St. Olaf on-line and printed directory. St. Olaf College does not provide directory information to third parties for commercial purposes.

- name
- local and permanent mailing addresses

- local telephone numbers
- e-mail address
- graduating class