DISCLOSURE OF STUDENT INFORMATION - FERPA

The University of the District of Columbia can release limited information about enrolled students at the request of interested parties. The U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA), prevents the release of information about a student, other than Directory Information, without the student’s consent.

The following listed items are considered "Directory Information" by the U.S. Department of Education (http://www.ed.gov/).

The University of the District of Columbia has designated the following categories of information about individual students as public or directory information:

✓ Addresses (includes e-mail addresses)
✓ Date of Birth
✓ Dates of Attendance
✓ Degrees, Honors, & Awards Received
✓ Enrollment Status (including current year, credit load, and full or part-time status)
✓ Major Field of Study
✓ Name
✓ Participation in Athletics
✓ Participation in Officially Recognized Activities
✓ Photograph
✓ Previous Educational Institution
✓ Telephone Numbers
✓ Weight and Height of Members of Athletic Teams

All other student information will not be released to any persons or organizations outside the University of the District of Columbia without the written consent of the student, except for certain categories of outside persons or organizations specifically exempted by federal law. These exceptions are listed in the University Catalog, and Course Guide, and are available at the University Registrar's Office. (http://www.udc.edu/registrar/course_schedules_guides or http://www.udc.edu/registrar/course_catalog)

Under the provisions of the Family Educational Rights and Privacy Act of 1974, (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), students have the right to instruct the University to withhold even the "directory information" listed above (with the exception of name, school, and dates of attendance). A copy of the Disclosure of Student Information Request Form must be submitted to the University Registrar in order to instruct the University to withhold "Directory Information". A Directory hold or opt out request may be filed at any time with the Office of the Registrar and will be honored by the University until the student officially rescinds his or her opt out decision in writing. Please consider very carefully the consequences of any decision you make to withhold "Directory Information". Should you decide to inform the
University not to release this "Directory Information”, any future requests for such information from non-University persons or organizations (including Student Government) will be refused. The University will honor your request to withhold any "Directory Information”; but, the University cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, the University assumes no liability for honoring your instructions to withhold such information.

To access FERPA related forms and to read more about the Disclosure of Student Information and the Family Educational Rights and Privacy Act of 1974, please visit our website.  
http://www.udc.edu/docs/FERPA_OGC.pdf