



DUQUESNE UNIVERSITY

OFFICE OF THE UNIVERSITY REGISTRAR

Ground Floor, Administration Building • 412.396.6212 • www.duq.edu/registrar

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits colleges and universities, including Duquesne, from disclosing the education records of students to third-parties without the students' consent. Under the provisions of FERPA, parents are considered to be third-parties, and student information may not be disclosed to parents without the student's consent.

One of the exceptions to the release of student information is "Directory Information." The University, at its discretion, may disclose Directory Information without a student's consent. Directory Information includes: *student name; address and telephone (local and home); place of birth; major field of study; dates of attendance; class level; full-time/part-time status; dates of attendance; participation in officially recognized organizations, activities, and sports; academic awards and honors; degree/s conferred including dates; previous institution(s) attended; weight and height of members of athletic teams; student's Duquesne University email address.*

Current students may request that their Directory Information not be disclosed but should carefully consider the consequences:

- The University cannot acknowledge the fact of your enrollment to most parties other than university employees without your specific written consent.
- The University may not be able to verify your enrollment to someone who wants to provide you with financial aid or insurance or verify attendance to a prospective employer.
- The University will not be able to publish your name on certain honors lists or organization membership lists, and you cannot participate in athletics which require the publication of team rosters.

Duquesne University assumes no liability for the consequences of compliance with this order to withhold information about you.

In summary, Directory Information may be disclosed to third-parties without the student's consent unless the student requests that it not be. Disclosure of all other information to third-parties (e.g., parents) is prohibited by the provisions of FERPA. In order to share non-directory information with third-parties, including parents, students must waive their rights.

As a student, if you wish to waive your FERPA rights to particular individuals or a third-party, or if you wish to request non-disclosure of Directory Information, please log on to DORI and use **Self-Service Banner > Personal Information > Answer a Survey > FERPA Waivers and Nondisclosure** to complete the FERPA Waiver and Nondisclosure form.

Information provided by the student will remain in effect until such time that it is changed by the student.

Details are available at www.duq.edu/ferpa.