

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Directory Information**

The federal *Family Educational Rights and Privacy Act* (FERPA) requires that Cleary University (hereinafter “Cleary”), with certain exceptions, obtain written consent from parents and students prior to the disclosure of personally identifiable information from the student’s education records. However, Cleary may disclose appropriately designated “directory information” without written consent, unless parents or students have advised Cleary to the contrary in accordance with Cleary’s procedures. The primary purpose of directory information is to allow Cleary to include information from the student’s education record in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets or rosters.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or student’s prior written consent. Outside organizations include, but are not limited to, companies that print or publish university documents, or athletic conferences that publish information about student athletes, or potential employers seeking verification of attendance or award of a degree or honor.

If you or the student do not want Cleary to disclose any or all of the types of information designated below as directory information from the student’s education records without your prior written consent, you and the student must notify Cleary in writing. Notification should be made to the Academic Records office at [records@cleary.edu](mailto:records@cleary.edu) or to:

Academic Records  
Lyons Building  
Cleary University  
3750 Cleary Drive  
Howell, MI 48843 USA

Cleary has designated the following information as directory information:

- Student's name
- Home Address
- Cleary Electronic mail address
- Program of study
- Semesters of attendance
- Full/part-time status
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Dates of graduation