

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. SA-5

DIRECTORY INFORMATION

1 General Information.

- 1.1 Scope: This policy identifies the information the University may release without prior consent under FERPA.
- 1.2 Authority: W. Va. Code §18B-1-6.; 20 U.S. Code § 1232g; & 34 CFR §99.37
- 1.3 Passage Date: October 22, 2020
- 1.4 Effective Date: December 1, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy was originally approved on June 28, 2006. Thereafter, the policy was amended effective January 15, 2014 to add photographs. This policy revises the categories of student information designated as Directory Information for FERPA and creates a new designation of student information as Limited Use Directory Information.

2 Policy.

- 2.1 The Family Education Rights and Privacy Act (Buckley Amendment or FERPA) states that an educational institution may release without written consent those records identified as public or directory information for student who are currently enrolled provided that the institution informs the students of the categories defined as directory information and students are given an opportunity to refuse disclosure of any or all of the defined categories.
- 2.2 Definitions
 - 2.2.1. Directory Information is public information that may be disclosed at Marshall University's discretion for any purpose.
 - 2.2.2. Limited Use Directory Information is not to be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication in official University publications or on social media sites or websites hosted or maintained by, on behalf of, or for the benefit of the University, including the University's online directory and internal email system; (2) University officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; (3) external parties contractually affiliated with the University; and (4) military recruiters.
- 2.3 Marshall University designates the following categories of student information as "Directory Information": Student's official name; Student's hometown (City, County, State, Country); parents' names; major and minor fields of study; dates of attendance; degree(s) and date(s) conferred, including anticipated graduation dates;

previous educational institution attended; photographs, videos or other media containing a student's image or likeness (collectively "Student Images"); honors and awards received; classification or class status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and duties and responsibilities, including dates of service of graduate assistants, student workers, interns or student volunteers.

- 2.4 Marshall University designates the following categories of student information as "Limited Use Directory Information": University issued student electronic mail addresses ("Email Addresses"); Student's complete official address; Student's telephone number; Student's age and date of birth; Student's place of birth; and addresses of parents.