

UNIVERSITY OF SOUTHERN MAINE

DIRECTORY INFORMATION

The University of Southern Maine has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Such directory information may be publicly shared by the University *unless the student has taken formal action to restrict its release.*

Directory information includes:

- name
- home address (not email address)
- local address
- phone numbers
- major
- class level
- date and place of birth
- student activities (including athletics)
- weight/height for athletic team members
- previous institution(s) attended
- dates of attendance
- date of graduation
- enrollment status (full-time or part-time etc..)
- degree(s) or award(s) received

Students wishing to prohibit the release of the directory information must file a written notification with the Registrar's Office. In the event that such written notification is not filed, the University assumes that the student does not object to the release of the directory information.

Once a student graduates and becomes an alumni, USM has modified directory information to include all addresses, including e-mail addresses, in addition to the information listed above. If an alumni takes additional classes after receiving their degree, then the definition in the above paragraph takes precedence and addresses would not be defined as directory information.

Access to Information from Outside the University

The public may receive directory information on students from the appropriate education records custodian unless the student prevents disclosure through prior written notification filed with the Registrar's Office. The public may receive information from a student's education record only from the appropriate education records custodian and only on the basis of a written and dated request by the student.

Access to Information from Within the University

Access to a student's education records is restricted to that portion of the records necessary to carry out official University business. Information from such education records should be shared only with appropriate University officials such as: University faculty, advisors, counselors, placement personnel, deans, department chairs, directors, and other administrative officials responsible for some part of the academic enterprise or one of its supporting activities; administrative and faculty sponsors of officially recognized organizations, members of official University committees; and clerical personnel employed to assist university officials. These school officials must have a legitimate educational interest in the record which is essential to the general process of higher education.

A more detailed description of FERPA and forms for preventing disclosure of directory information can be obtained from the Registrar's Office, Corthell Hall, Gorham Campus, 780-5230.