

Name of Policy: Directory Information under the Family Educational Rights and Privacy Act (FERPA) and Requests for Non-Disclosure of Directory Information
Source: Student Affairs and Campus Technology
Date Revised: July 2015
Form to Complete: Request for Non-Disclosure of Directory Information; see the Registrar to initiate

Policy:

The Kansas City Art Institute, in compliance with the *Family Educational Rights and Privacy Act of 1974*, (“FERPA”) has designated the items listed below as *directory information* which may be made available to the general public at the discretion of college officials. *KCAI* may disclose *directory information* without a student's prior written consent, unless the Registrar is notified by the student in writing to the contrary.

Name * Address * Telephone Number * KCAI Email * Photograph * Dates of Attendance * Class * Grade Level * Enrollment Status * Most Recent Institution Attended * Major * Field of Study * Awards * Honors * Activities * Degree(s) Conferred

Other education records will not typically be released without the student's written permission. However, there are exceptions to this rule that allow disclosure without consent. For example, KCAI may disclose information from education records when there is an articulable and significant threat to the health or safety of a student or other individuals. Other exceptions can be found at 34 C.F.R. § 99.31.

Students have the right to limit disclosure of directory information by completing a Request for Non-Disclosure of Directory Information form. Note, however, that a student cannot block the disclosure of the student’s name, institutional email address, or electronic identifier in the classroom environment.

KCAI will honor a student’s request to withhold directory information but cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect, KCAI assumes no liability as a result of honoring instructions to withhold directory information. In order to remove a non-disclosure hold, students must provide a signed authorization requesting the hold be removed.

All questions/concerns regarding FERPA should be directed to the Registrar.