

Family Educational Rights and Privacy Act (FERPA)

Third-Party Access to Directory Information (Public Information)

St. Olaf College

December 2021

St. Olaf College is subject to provisions of the Family Educational Rights and Privacy Act, commonly known as FERPA or the Buckley Amendment. This law gives students certain rights of access to their educational records and imposes obligations on St. Olaf concerning release and disclosure of these records.

FERPA allows St. Olaf College to release [directory information](#) (public information) at any time, with or without the consent of the student, unless the student has restricted access. St. Olaf College does not provide directory information to third parties for commercial purposes. Note that all students are included (in aggregate form) in federal and state reports. A student can choose to limit certain information such as pictures, address, etc. through [StoFaces](#) (online directory available only to the St. Olaf community). Provisions of FERPA allow the institution to define directory information. St. Olaf College determines that the items below constitute directory information:

- name
- local and permanent mailing addresses
- telephone number(s)
- St. Olaf email
- dates of attendance
- registration status (course schedule is not directory information)
- class year
- major/concentration/emphasis
- awards, honors
- degree(s) conferred
- past and present participation in officially recognized sports and activities
- physical characteristics (height/weight) of athletes
- prior schools attended
- month, day, and place of birth (not birth year), hometown
- photographs and other visual images*

* St. Olaf College records visual images during many campus events and daily activities, such as convocations, concerts, classes, athletic events, and other public events on and off campus. These images are regularly used and published as part of St. Olaf's coverage of campus life for a variety of audiences, including but not limited to the St. Olaf Magazine, the St. Olaf official website, and admissions materials. Although the College will respect student requests to withhold their name and other directory information when using images obtained at these events, by choosing to attend such events, students and other participants consent to the College's use of their images for publicity, marketing, and other purposes.

Enrolled students have the right to choose to limit or prohibit the release of directory information. Students may choose to limit all directory information from being released to a certain individual or to prohibit all directory information from being released to all third parties. Prohibiting release to all third parties has the following consequences, some of which may be undesirable:

- St. Olaf College personnel cannot acknowledge to a third party outside the College that the student is a student at St. Olaf. (For example, prospective employers, financial institutions, or others offering services will be unable to have the College verify student attendance. This may adversely affect applications to transfer or enroll in graduate institutions for current or future employment, or scholarships, loans, or granting agencies). Callers will be told that there is no record of the student attending St. Olaf/there is no information available for any student by that name. In these cases, the student must send a letter to the Registrar's Office authorizing release to a specific party.
- The student's name will not appear on public lists such as the Honor's Day List or the Dean's List. Exception: final graduation lists and programs will include all students who are graduating unless otherwise stated on the graduation application.
- Students who have restricted access to their directory information have their student records highlighted in red in SIS. Students may not deny access of directory information to school officials with legitimate educational interest.

Requests to prohibit or limit the release of directory information can be made only via the Registrar's Office. Please note that authorization to prohibit or limit the release of directory information is in effect for the duration of a student's stay at St. Olaf College and after the student leaves the College, unless it is voided by the student via a written request to the Registrar's Office.

Contact the Registrar's Office via email at registrar@stolaf.edu or call 507-786-3015 if you have any questions.