

Access To and Privacy of Student Records

Sent to all students via campus announcement on 8/29/11

Please review Clarkson University's policy related to compliance with FERPA privacy laws via the links below.

Family Rights and Privacy Act (FERPA): Annual Notification to Students

http://www.clarkson.edu/sas/ferpa/annual_notice.html

The second link provides Clarkson's definition of directory information -- primarily address information.
FERPA - Directory Information:

http://www.clarkson.edu/sas/ferpa/directory_info.html

Please note, Clarkson University will release directory information about an individual student upon request (example to friends, prospective employers, insurers); however, we do not release data (for example all students' address information) to any commercial organization, nor is any such data sold. Since academic information such as grades is not directory information, this is never released outside the University without a specific student release.

If you wish to have any Directory Information withheld from release, the form referenced below must be completed and submitted to SAS by September 9 to formally make this request. Please note information you wish to have withheld will not be printed in the hardcopy of the student directory, it will not be available on the on-line student directory, nor will this information be released to anyone requesting it.

<http://www.clarkson.edu/sas/forms/directoryinfohold.pdf>

The complete University policy can be found in the Clarkson Regulations:

<http://www.clarkson.edu/studentaffairs/regulations/ix.html#>