



**WHAT IS FERPA?**

The Family Educational Rights and Privacy Act of 1974, with which Indiana Tech complies fully, was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading statements (*Release of Information is not required by law*).

**DOES EVERYONE NEED TO SIGN THIS FORM?**

Yes, all students must complete this form. This information will be referenced whenever someone contacts the university on your behalf. University staff will know immediately if you want information released and to whom information can be released too.

**CAN I CHANGE MY MIND?**

Yes. If you decide that you no longer want others to have access to your records, just fill out a new form and cancel the release.

**WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?**

Non-directory information includes but is not limited to:

- Admission Status
- Tuition
- Fees/Payments
- Mid-Term & Final Grades
- Probation/Academic Standing
- Attendance
- Missing Document Information
- Class Schedules
- Financial Aid Information

**WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?**

Indiana Institute of Technology has established the followings student information as public or directory information, which may be disclosed by the institution as its discretion:

- Student Name
- Major/Area of Study
- Local Address\*\*
- Current Course Load/Enrollment
- University E-mail Address
- Local Telephone Number\*\*
- Dates and/or Verification of Attendance
- Expected Date of Graduation
- Verification of Graduation
- Degree(s) Received
- Academic Awards Received
- Sports Photograph
- Position, Weight & Height of Athletes

Students may request that Indiana Institute of Technology withhold the release of directory information by notifying the Office of The Registrar in writing. Students have the right to file complaints with the Family Educational Rights and Privacy Act office in Washington, D.C., concerning alleged failure by the institute to comply with the Act. Questions concerning the Act, should be directed to the Office of the Registrar.

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*\*\*While addresses and phone numbers are legally considered directory information, Indiana Institute of Technology does not disclose this information on a routine basis. This information is only released to campus officials, law enforcement agencies, student loan lenders, or others who have legitimate right to the information as determined by the Registrar. In most cases, such records will not be released to a third party without written release from the student specifying which records are to be released and to whom.*