

### **Notice of Directory Information**

The following information, considered “directory information” may be disclosed to the public by any JMVU employee unless; the student has specifically requested in writing that this information be withheld. This is supported by the Family Educational Rights and Privacy Act (FERPA).

- Name
- Local address
- Local telephone number
- Birth date and place of birth
- Major
- Year in school
- Enrollment status
- Dates of enrollment
- Degrees and awards received
- Most recent attendance of previous educational institution
- Anticipated graduation date

Jose Maria Vargas University may disclose any of those items without written prior consent unless notified in writing by the student. Such requests are accepted and entered at any time during the student's attendance at JMVU. Upon receipt of such a request, no further Directory Information will be disclosed.

### **Non-Public Information**

The following information and any information that is not listed on the above would not be released unless there was a written release notice by the student submitted to the registration department:

- Social security number
- Payment information
- Grades (including GPA, unofficial and official transcripts).

A student’s consent is required for the disclosure or publication of any non-directory information with the following exceptions:

- Another University employee
- Representatives of federal and State agencies
- Accrediting organizations

A student must submit a written release of information for any additional information to be released to any other person or agency. The student’s release must contain:

- Date of request
- Student's Social Security Number
- Student's signature
- Specific contact name or agency
- Summary of information which may be released.