

# Student Records Privacy Request



CONCORDIA  
UNIVERSITY  
PORTLAND • OREGON

In accordance with state and federal law, Concordia University has adopted rules to govern the gathering, use, and disclosure of student records, with the aim of guaranteeing the privacy of such records. Under the Student Records Privacy Rules, most of the records that the University maintains with regard to a student can be disclosed without a student's written consent only to the student, to University officials, to sponsors of financial aid (when the student has applied for or received aid), or to government agencies upon receipt of lawful subpoenas.

The University may, however, release "directory-type" information without obtaining a student's prior consent, unless the student has elected to exercise the right of confidentiality/privacy. Directory information is limited to a student's:

- Name
- Address, phone & e-mail
- Dates of attendance
- The fact of enrollment, and whether full-time, half-time or less than half-time
- Field(s) of study (major, minors, etc.)
- Degrees, honors and awards
- Number of credits earned, including class standing (i.e. freshman, sophomore, etc.)
- Thesis title/topic
- Status as a graduate teaching fellow and teaching assignment
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photographs

**Students may request that their directory information not be disclosed by filing a written request with the Office of the Registrar.** By doing so you will restrict the release of *all* information, which means no information will be disclosed about you (including degrees awarded or fact of attendance), or published in any publication while the restriction is in effect.

Full copies of the rules may be obtained at the Office of the Registrar, Luther Hall, Room 222. Any person who believes the University is failing to comply with its rules or the federal regulations governing student records is urged to bring their complaint to the attention of the Registrar. Complaints of non-compliance also may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.

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## Request to Restrict/Release Directory Information

I, \_\_\_\_\_, Student ID number \_\_\_\_\_, request that my  
(please print full name)  
directory information:  be restricted  be released  remain restricted after a one-time release.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### Submission Guidelines:

This form shall be submitted to the Office of the Registrar with a valid photo ID. Submissions without photo ID will not be accepted. *Examples of valid photo ID are valid state ID or driver's license, passport and military ID.*

- Faxed to **503-280-8661**
- Emailed to **registrar@cu-portland.edu**
- Delivered to Registrar's Office in **room 222 of Luther Hall**
- Mailed to: **Office of the Registrar, 2811 NE Holman Street, Portland, OR 97211**