

## Process

Information gathered by the University of Oklahoma about students and in some instances former students, as provided by FERPA, is defined as: (1) directory and (2) confidential. Any office gathering such information and/or having custody of it shall release it only in accordance with University policy or as otherwise required by law. The University of Oklahoma Health Sciences, in compliance with the Family Educational Rights and Privacy Act (FERPA), has designated specific information as Directory Information. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission.

## Steps:

- The University of Oklahoma Health Sciences may disclose any of the items listed below, unless the student has specifically notified the Office of Admissions and Records to withhold this information from Directory Release.
- Any individual requesting directory information, must complete this form and return it to the Office of Recruitment and Admissions Williams Pavilion by U.S. Mail or FAX for processing.

**The mailing address is:** Office of Recruitment and Admissions  
 920 Stanton L. Young Blvd., WP 2450  
 Oklahoma City, OK 73104-5036

**The Fax Number is:** (405) 271-2480

- Questions regarding this form may be directed to (405) 271-2359.

**Directory Information**

Name of student and address for which directory information is requested: (please print)			Major Field of Study or Degree
Last Name	First Name	Middle	
Street			Previous Names Used:
City, State			
Zip Code			

Please identify all Directory Information items you are requesting:

<input type="checkbox"/> <b>Name</b>	<input type="checkbox"/> <b>Class Year</b>
<input type="checkbox"/> <b>Address (Home)</b>	<input type="checkbox"/> <b>Enrollment Status</b>
<input type="checkbox"/> <b>Address (Permanent)</b>	<input type="checkbox"/> <b>Anticipated Degree Date</b>
<input type="checkbox"/> <b>Email Address</b>	<input type="checkbox"/> <b>Degrees and Awards</b>
<input type="checkbox"/> <b>Telephone Number</b>	<input type="checkbox"/> <b>Most recent previous educational institution attended</b>
<input type="checkbox"/> <b>Major Field of Study</b>	

## Authorizations and Signatures

Signature	Date	Name of Individual Requesting Information (Please Print)
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**Mailing Instructions**

Provide exact name and address for purposes of processing request. All requests will be mailed, unless Fax Request is identified:

<b>Company Name (if applicable)</b>	<input type="checkbox"/> <b>Fax Request</b>
	(   )
Street	Contact Phone
City, State	Country
Country	Zip Code
	(   )

## Administrative Use Only

Processed By	Date	FERPA Hold	Comments
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# Directory Information Request Continued

## Return for Processing

The University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
G. Rainey Williams Pavilion  
920 Stanton L. Young Blvd.  
WP 2450  
Oklahoma City, OK 73104-5036

Telephone (405) 271-2359  
FAX (405) 271-2480

## Policy

### **FERPA Policy on Student's Access to their Educational Records:**

Based on the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review their education records wherever these records are maintained on campus. Once a student has submitted a request to inspect his or her record, an institution must comply within 45 days. When the student has an outstanding financial or other hold on the record, the student will maintain the right to review his or her education record. He/She does not have the right to obtain copies unless failure to do so would effectively deny the student the right to inspect and review the record. Also, that student does not have the right to request a transcript sent to a third party until the obligation is fulfilled. A complete copy of the University's policy can be found at <http://www.admissions.ouhsc.edu/FERPApolicy.html>.

### **Release of Student Information and Access to Student Records:**

Information gathered by the University of Oklahoma about students and in some instances former students, as provided by FERPA, is defined as: (1) directory and (2) confidential. Any office gathering such information and/or having custody of it shall release it only in accordance with this policy or as otherwise required by law. When a student enrolls at the university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the University as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released in accordance with applicable law.

### **Parental Access to Student Academic Records:**

A Parent of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as a dependent for income tax purposes.

**PLEASE NOTE: DIRECTORY INFORMATION REQUEST WILL NOT BE PROCESSED OVER THE TELEPHONE.**