



## Release of Information

Roger Williams University complies with the Family Educational Rights and Privacy Act of 1974, which governs access and release of information from student educational records. This statute, in part,

- permits students to inspect their educational records upon request
- provides the opportunity to seek amendment to such records as inaccurate or misleading by writing to the official responsible for the record, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading
- requires student consent prior to disclosure of non-directory information such as grades and class schedules to persons outside of RWU without the student's written permission (including parents unless proof of financial dependency has been established).

Requests to limit disclosure of directory information must be filed in the Registrar's Office. Prior consent is not required for disclosure of educational records to officials of RWU who have been determined to have a legitimate educational interest and who need to review an educational record in order to fulfill their professional responsibility. A school official is a person employed by RWU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RWU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks.

At RWU, Directory Information includes:

- |  |                               |
|--|-------------------------------|
| - Student Name   | - Local Address               |
| - Local Telephone Numbers                                      | - Classification              |
| - Honors and Awards Received                                   | - Photograph                  |
| - Dates and/or Verification of Attendance                      | - E-mail Address              |
| - Verification of Graduation and Degree(s) Received            | - Expected Date of Graduation |
| - Participation in Officially Recognized Activities and Sports | - Degree Program              |
| - Weight and Height of Members of Athletic Teams               | - Major Area of Study         |
| - Most Recent Previous Educational Institution Attended        | - Enrollment Status           |

The complete RWU policy on access to and release of student information is available in the Office of the Registrar.