

Florida National University's Directory Information under FERPA Opt Out Procedure

What is Directory Information?

Directory information is information that is not considered harmful or an invasion of privacy if released to outside organizations without the student's written consent.

Florida National University has designated the following information as directory information:

- Student's full name
- Address (any on file, including any campus computer network (IP) address used)
- Telephone listing (any on file)
- Electronic mail address (any on file)
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

How to Restrict Disclosure of Directory Information

If a student does not want Florida National University to disclose any or all of the types of information designated above as directory information without prior written consent, a Directory Information Opt Out Form must be completed and turned in at the Office of the Registrar of Florida National University no later than seven (7) days after beginning a program of study as a new student, and once per year (August – July) no later than seven (7) days after beginning course.

FNU Directory Information Opt Out Form is available at the Office of the Registrar's at all Campuses and at the FNU website under Publications.