FERPA Directory Restriction

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information on FERPA including UMass Dartmouth policies and what is considered directory information, visit https://www.umassd.edu/registrar/

FERPA requires each institution to allow students to restrict the release of their directory information. Please be aware that a FERPA restriction will result in the following:

- Student name will not appear in the commencement program (website or printed) or be provided to media outlets for honors (i.e. Dean's List) and graduation announcements.
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers and insurance companies unless specifically authorized.
- Directory information will not be released to any person on the telephone, in person, or via email.

Your Right to Restrict Access

You have the right to withhold access to your directory information from third parties. To authorize such restrictions, you must submit a FERPA Directory Restriction form via self-service in COIN. Once you have done so, a privacy flag which looks like a blue window shade will display on your COIN student record and no directory information will be released without your written consent. Please note: While a submitted form will update in COIN in real time, it may take up to 24 hours for this authorization to be reflected in our reporting systems.

To Restrict FERPA Directory Information:

1. In COIN, navigate to **My eForms** and select **FERPA Directory Restriction** from the dropdown.
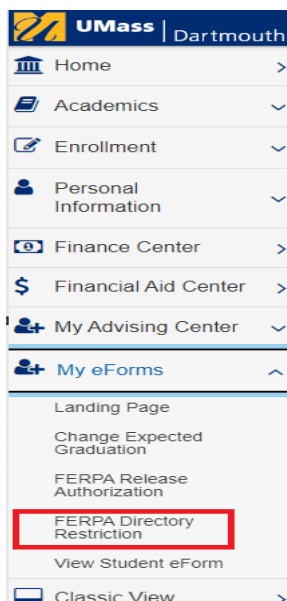
2. The **FERPA Directory Information : Restriction OR Revocation Form** will appear as follows:

FERPA Directory Information : Restriction OR Revocation   Form ID

Restriction OR Revocation

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA requires each institution to allow students to restrict OR release their directory information. Please be aware that this FERPA Directory restriction will result in the following:

- Student name will not appear in the commencement program, or be provided to media outlets for honors (i.e. Dean's List) and graduation announcements.
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers and insurance companies unless specifically authorized.
- Directory information will not be released to any person on the telephone, in person, or via email.

I, the undersigned, hereby request the Registrar's Offices of University of Massachusetts to restrict OR release the Directory Information contained in my file at UMass. I understand that none of my Directory Information will be released unless I, the undersigned, should subsequently provide consent to release this Directory Information.

For more information on FERPA including policies for your campus and what is considered directory information, you may select the link for your respective campus:

- **Boston:**   https://www.umb.edu/registrar/policies/ferpa
- **Dartmouth:** https://www.umassd.edu/registrar/ferpa-faq/
- **Lowell:**   https://www.uml.edu/registrar/policies-and-procedures/ferpa.aspx

Academic Institution UMDAR
Name
Student ID #

By clicking 'Yes' you are restricting your Directory Information. By clicking 'No' you are consenting to release your Directory Information.

Restrict OR Release Directory Information   (No)   Start Date

Form Action Items

1 row

	Acknowledgement	
1	(No)	By clicking "Yes", I acknowledge that the above specified selection is correct and is applied with my full consent. I understand that this authorization may take 24 hours to be effective in our reporting systems.

▸ Comments

Cancel   Submit

3. To restrict release of your directory information, slide the slider bar to "**YES**".

Restrict OR Release Directory Information   [**Yes** ○]

4. Select the Start Date for the restriction from the calendar. For example:

Start Date [07/10/2024   📅]

5. Slide the acknowledgement switch to **"YES".**

Acknowledgement	
1 [**Yes** ○]	By clicking "Yes", I acknowledge that the above specified selection is correct and is applied with my full consent. I understand that this authorization may take 24 hours to be effective in our reporting systems.

6. Click Submit:

▸ Comments

Cancel   Submit

To Revoke a Previously Submitted FERPA Directory Restriction Request:

1. In COIN, navigate to **My eForms** and select **FERPA Directory Restriction** from the dropdown.

2. The **FERPA Directory Information : Restriction OR Revocation Form** will appear.

3. To allow release of your directory information, slide the slider bar to "**NO**".

Restrict OR Release Directory Information   No

4. Select the Start Date from the calendar. For example:

Start Date   07/10/2024

5. Slide the acknowledgement switch to **"YES".**

Acknowledgement

1   Yes   By clicking "Yes", I acknowledge that the above specified selection is correct and is applied with my full consent. I understand that this authorization may take 24 hours to be effective in our reporting systems.

6. Click Submit:

▶ Comments

Cancel   Submit

Questions? If you have questions regarding FERPA or the FERPA Directory Restriction eForm, submit an inquiry and select topic = Registrar and more detail = FERPA.