



California Health Sciences University

CHSU RELEASE OF DIRECTORY INFORMATION POLICY

I. PURPOSE

The purpose of this policy is to define what student information California Health Sciences University considers as “Directory Information” and may be released to the general public.

II. DIRECTORY INFORMATION

The items listed below are designated as directory information and may be released for any purpose at the discretion of the institution:

- Student’s name
- E-mail address (CHSU email address only)
- Address
- Telephone listing
- Photo
- Major field of study
- Classification (e.g. Class of, Graduate)
- Enrollment status
- Dates of attendance
- Club and/or organization memberships
- Degrees, honors and awards received
- The most recent educational agency or institution attended

III. NON DISCLOSURE OF DIRECTORY INFORMATION

A student may request non-disclosure of “Directory Information” to the general public. The student must submit a Request to Opt Out of Directory Information form to the Office of the Registrar indicating what directory information not to be disclosed. This form remains in effect on the student’s record until written notification has been received from the student to update the previous request to opt out of directory information.

IV. DISCLOSURE OF PERSONAL IDENTIFIABLE INFORMATION

A student may provide written consent for California Health Sciences University to release personally identifiable information (PII) from their education record to specific individuals and entities, by submitting a Request for Release of Information Form. Examples of PII include, but are not limited to: social security number, grades, GPA, etc. A complete list is available from the Office of the Registrar.



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The student must indicate the name(s) of the recipients and what information is to be disclosed. The Request for Release of Information form will be provided at each annual student orientation and will be available on the Office of the Registrar webpage. A student who does not want any Directory Information disclosed within the CHSU community or to external entities, must submit a Request to Opt Out of Directory Information form to the Office of the Registrar.

V. RESPONSIBILITY

The Office of the Registrar retains all Release of Information Forms in each student file and is responsible for annual notification of Family Educational Rights and Privacy Act (FERPA) privacy rights to students registered at CHSU.

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- Policy Owner: Provost
 - Effective Date: 3/26/2020
 - Approval by President Date: 3/31/2020
 - Approval by Provost Date: 3/28/2020