

# PUBLIC NOTICE DESIGNATING “DIRECTORY INFORMATION”

Finlandia University hereby designates the following categories of student information as “Public” or “Directory Information.” The institution may disclose this information for any purpose, at its discretion.

Category I Name, address, telephone number, email address, dates of attendance, class status, part-time or full-time status, class schedule/roster, photos.

Category II Previous institution (s) attended, degree and major, awards, honors (includes Dean’s and Honor’s Lists), degrees conferred (including dates).

Category III Past and present participation in officially recognized sports and school activities, physical factors (height, weight) of athletes, date and place of birth.

In compliance with the Family Education Rights and Privacy Act of 1974, as amended, enrolled students may withhold disclosure of any category of information.

To withhold disclosure, students must submit a form specifically requesting to have that information withheld. This form must be submitted in person in the University Registrar’s Office in Mannerheim 100A.

Finlandia University assumes individual approval for disclosure if no form is filed.

**The form is available in the University Registrar’s Office, Mannerheim 100A, and must be filled out in person by September 30<sup>th</sup> in the fall semester, January 30<sup>th</sup> in the spring semester, and May 30<sup>th</sup> in the summer semester.**