Opt-Out of Directory Information

Related Resources

Opt-Out of Directory Information Request Form

FERPA at The Cooper Union

Directory Information

FERPA regulations define "Directory Information" as information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits The Cooper Union to disclose personally identifiable information from an eligible student's education records, without consent, when such information has been appropriately designated as "Directory Information," and the student has not opted out of the disclosure of such designated information.

The Cooper Union designates the following categories of student information as public or "Directory Information." The following may be disclosed by the institution for any purpose, at its discretion, unless a student has submitted an opt-out request.

- Category I: Name, dates of attendance, classification, major/degree program.
- Category II: Previous institution(s) attended, awards, honors, degree(s) conferred, including dates. (e.g. inclusion in the annual Cooper Commencement program if graduating).
- Category III: Past and present participation in officially recognized activities.

Access to Directory Information

Directory Information may be made available to anyone who makes a request for such information, without first notifying the student, unless a Request for Non-Disclosure of Directory Information Form is completed by a student while they are enrolled. *Students must be signed into their Cooper Union email account to access the Opt-Out Form*. The digital form is reviewed and managed by the Office of the Registrar.

Note: Once submitted, opting out will remain in effect unless the student rescinds their request by completing an update to their original submission.