PETITION TO RESTRICT DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA)

Harvard University is committed to complying with the Family Educational Rights and Privacy Act of 1974 (FERPA; also know as the Buckley Amendment), which protects the privacy of student records. The Act prohibits Schools from releasing information other than that designated as “directory information” without the student’s permission to individuals not associated with Harvard University or its affiliates.

FERPA also gives a student the right to block public display of such directory information. The Harvard School of Dental Medicine defines directory information as: name, photograph, current address, telephone listing, electronic mail address, field of study, degrees, enrollment status, and dates of enrollment. Please note that schools within Harvard University may consider the following additional fields as directory information: date of birth; anticipated or actual date of graduation; honors and awards received; prior degrees; class year; original class year; parents' or guardians’ home address and phone number; religious affiliation; place of birth; permanent address and phone; summer address; and society. The Faculty of Arts and Sciences includes the following fields in their definition of directory information: weight and height for members of athletic teams; participation in officially recognized activities and sports; and house affiliation. Note that a directory restriction applied at the School of Dental Medicine does not automatically apply at another school where you are cross-registered. Contact the Registrar’s Office at the school where you are cross-registering regarding directory restrictions.

HSDM Policy on Directory Information

As a general rule, the School of Dental Medicine is very protective of student data. The School will only release address, phone or e-mail information to University officers and staff who have a legitimate need for access to the data. Individuals who contact the Office of Dental Education seeking contact information for a student will be asked to leave their own contact information which will then be forwarded to the student via e-mail.

Restricting Access to Directory Information

On an annual basis students are given the opportunity to restrict access to directory information by completing a directory restrictions petition at the time of registration. In addition, students can make changes to these restrictions throughout the academic year by filing a petition in the Office of Dental Education. Any election to restrict directory information must be done in writing by filing a petition with the Office of Dental Education.

There are three levels of directory restrictions:

**Address Restriction** – Directory information as defined above will only be made available to University officers and staff who have a legitimate need for access to data: directory information will not appear in printed or on-line directories which can be accessed by the larger HSDM/HMS and Harvard communities.

**Photo Restriction** – Photo information will only be made available to University officers and staff who have a legitimate need for access to data: this includes the “face pages” available in the student practice. Photo information will not appear in printed or on-line directories which can be accessed by the larger HSDM/HMS and Harvard communities.
FERPA BLOCK – A FERPA block is the most highly restrictive form of restriction usually reserved for high-profile students or those with significant concerns about their safety. A FERPA block prohibits Harvard from acknowledging a student’s existence. The only exceptions are the U.S. Government, US law enforcement or Harvard Officials with legitimate educational interest including the need to maintain School operation. Those who request a FERPA block should be aware that this request does not restrict administrative access to their information, but does restrict other sharing of this information. For example, the block will not keep your advisors or tutors from seeing directory information about you or keep you from appearing on a class list where access to the list is limited to members of the class, or from being shown in online class tools as long as the use of such tools is restricted to members of the class. A FERPA block will keep you from being listed in the Harvard directory as long as the block was requested before the directory is finalized. A FERPA block will prevent Harvard from acknowledging that a student is currently enrolled at the University.

PETITION TO RESTRICT DIRECTORY INFORMATION

I, the under signed, request that the Harvard School of Dental Medicine install the following restriction(s) on my Directory Information, preventing the release of any information about me, except where permitted or required under FERPA.

Please circle applicable restriction:

RESTRICT my STREET ADDRESS

RESTRICT my PHOTOGRAPH

FERPA Block (Blocks All Information Including Name)
See Registrar if requesting this restriction

I, the under signed request that no restriction be placed upon my directory information by the Harvard School of Dental Medicine

Students’ Full Name:__________________________________________________________

Please Print

HUID: ____________________

Student’s Signature:__________________________________________________________

Date:_____________________

hsdm.harvard.edu