STUDENT DIRECTORY INFORMATION REQUEST POLICY

All chartered and active Auburn University student organizations may request Auburn University student directory information under the following guidelines.

GENERAL INFORMATION

• Policy regarding the release of Directory Information can be found in the Auburn Bulletin; bulletin.auburn.edu
• All information released is for students currently enrolled at Auburn University.
• Directory information on any student who has asked to restrict the release of his/her directory information will not be available. A student organization may choose to have an email sent directly to those students by the Office of Institutional Research and Assessment (OIRA), but should consult with OIRA before making the request.
• Any released directory information may not be provided to an outside third party with the exception that a chartered and active AU student organization may provide the list to their National/International Office.
• The Family Educational Rights and Privacy Act (FERPA) was enacted to protect students’ rights of privacy concerning their educational records. Consistent with that approach, we encourage organizations to respect the privacy rights of the students in the use of the requested information.
• Each organization may only request directory information once an academic semester.

USES PERMITTED OF STUDENT DIRECTORY INFORMATION

The student organization may request student directory information to:
• Inform students about a program, event, or sale of merchandise that is authorized by the University.
• Inform students about membership opportunities in organizations.
USES NOT PERMITTED OF STUDENT DIRECTORY INFORMATION
The student organization may not request student directory information:
• For any political campaign or any competition on a campus, local, state, or national level.
• To promote another organization, agency, or business;
• To solicit cash or contributions, other than membership dues, for the organization itself or for any outside organization.

REQUEST:
• The president and the advisor must complete the attached information request form and have all information to be mailed out approved by the Student Organizations Office.
• The information request form will gather information about the organization making the request and its purpose for the request.
• The information available is limited to the list of directory information published in Auburn University Bulletin (pg. 17).
• The form should be returned to the Student Organizations Office (3137 Auburn University Student Center).
• There is not a fee ($0.00) for the requested information.
• The request should be submitted at least two weeks prior to the date you need the information.

APPROVAL:
The Student Organizations Office makes the decision to approve a request preliminary by:
• Determining that the student organization is active;
• Reviewing the description of the intended use of the information;
• Reviewing any written material that it to be distributed.

FORMAT OF INFORMATION:
The information will be delivered as a dataset that can be read easily by most software applications, which would allow the requesting organization to sort or organize the data as its needs dictate.

Any questions regarding this student directory information policy should be directed to the Student Organizations Office at 334.844.1344 or the Office of Institutional Research and Assessment at oira@auburn.edu or 334.844.4765.
REQUEST FOR STANDARD DIRECTORY INFORMATION LISTING FORM

Name of Organization Requesting Information: __________________________
Organization Advisor: ________________________________________________
Advisor’s Campus Phone: _____________________________________________
Advisor’s Campus Email: _____________________________________________
Organization President: _____________________________________________
President’s Phone: _________________________________________________
President’s Campus Email: ___________________________________________

Purpose for Requesting Information:

When will the information be sent?

Please attach a copy of all information that will be sent to students.

I would like for an email to be sent to students.

______ Yes      ______ No

If YES, please provide a disk with the text version of the email you would like sent.

What date would you like the email sent?

________________________________
**Directory Information** - Please check which information you need included in the lists.

- [ ] Student’s Name
- [ ] Local Address
- [ ] Local Telephone Number
- [ ] Parent/spouse Name
- [ ] Parent/spouse Address
- [ ] Parent/spouse Telephone Number
- [ ] Email Address

**Classification Criteria** - Please note which students should be included in the lists.

- [ ] Freshman (30 or fewer semester hours)
- [ ] Sophomores (31-60 semester hours)
- [ ] Juniors (61-90 semester hours)
- [ ] Seniors (91 or more semester hours)
- [ ] Other (Please explain)

**GPA Criteria**
Please note that directory information cannot be released that would be personally identifiable to a student. You may request that all students with GPA’s of higher than a 3.25 for example but may not request all students that have a GPA of 3.25. Please explain what GPA criteria you need the directory to be based on.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have completed all required information and have read and agree to the Student Organization Directory Information Release Policy and other information as stated in this document.

________________________________________________________________________

(President’s Print Name) (President’s Sign Name)
________________________________________________________________________

(Date) (Organization)

________________________________________________________________________

(Advisor’s Print Name) (Advisor’s Sign Name)

________________________________________________________________________

(Date)

*Please attach all information to be sent to the requested lists.*
Date Request Received: ______________________________________________

Recognized AU Organization:       Yes       No

All Material Approved by the CSO?       Yes       No

Date Approved and Sent to OIRA:_______________

If material was not approved, please provide instructions to the organizations on how to correct material for approval.

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