

# Directory Information and Release of Information

The items listed below are designated as "Directory Information" for each student: campus mailbox, full name, year, major, advisor, e-mail address, permanent address, local address, local phone, photograph, height and weight (for athletic purposes only), dates of attendance, enrollment status, degrees and awards received, and most recent or previous educational agency or institution.

Under the provisions of the [Family Educational Rights and Privacy Act of 1974](#) (FERPA), the institution is permitted to release Directory Information without a student's consent. A student, however, has the right to restrict the disclosure of any or all of their Directory Information. Written notification to withhold Directory Information must be sent to the Registrar's Office. Forms are available in the Registrar's Office or on the Registrar's [website](#). A request to restrict the disclosure of Directory Information does not restrict internal use of such by the institution.

## Policy on Releasing Information on Deceased Students

The education records of deceased students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. Only the Registrar may release the academic records of deceased students. The person requesting the records must provide as much of the following information as possible within the written request:

Student's name (and maiden name, if applicable).

Student's Social Security number.

Student's date of birth.

The dates that the deceased student attended WPI.

Death Certificate (Photo copy is acceptable).

The petitioner must also provide the following personal information within his/her written request:

- Name.
- Address.
- Phone Number.
- Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying the same.
- Signature.
- Date of request.