



# HARVARD EXTENSION SCHOOL

Division of Continuing Education, Harvard University

Registrar's Office, 51 Brattle Street, Cambridge, Massachusetts 02138-3722 • registrar@dcemail.harvard.edu • www.extension.harvard.edu

## Privacy Level Selection Form

### for Harvard Extension School Degree Candidates and Premedical Program Participants

#### Regarding the Display of Public/Directory Information in Harvard University Online Directories

#### Instructions

Harvard Extension School degree candidates and premedical program participants are included in Harvard online directories, along with candidates from all other Harvard schools. Submit this form **only** if you wish to request a change to the current privacy level setting for your online directory information. Print all information clearly. Check box of requested privacy level. Sign and date form and submit to Division of Continuing Education Registrar's Office by postal mail or e-mail to addresses listed above. Allow 5 business days processing time. Call (617) 998-8469 with questions.

#### Please print clearly.

FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

PROGRAM	HUID

#### Public or "Directory" Information

Although most information contained in a student's education record is confidential, some of that information is not considered to be harmful or an invasion of privacy if disclosed and is designated by the school as public or "directory" information. Following is the information that Harvard Extension School (HES) defines as public or "directory" information: Name; date of birth; e-mail address; ID image; dates of enrollment; enrollment status; program; field of study; area of concentration; minor field of study; graduation date; academic honors; prior degrees and schools attended.

Listed below is the subset of Extension School public or "directory" information that is included in Harvard online directories, unless you notify us otherwise by submitting this form. All of the information has an initial and default privacy level of (5) Public.

- Name
- School
- E-mail address
- ID image (NOTE: Currently displayed only in internal Harvard directory.)

#### Privacy Level Choices

By selecting one of the privacy levels below, you may designate how widely your online directory information is displayed—(5) publicly; (4) inside Harvard only; (1) not at all. Exception: Harvard Extension School may disclose both directory and non-directory information to Harvard officials with a legitimate educational interest, and to third parties outside Harvard under certain circumstances, as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA). See the Extension School website for a full statement of your rights under FERPA.\*

**To request one of the following privacy levels please check your preferred level, sign and date this form, and return the form to the DCE Registrar's Office.** You do not need to submit this form to request Privacy Level 5, unless you are requesting a change to Level 5 from another privacy level. You may choose only one privacy level, which will apply to all of your online directory information.

- (1) Restricted.** Choosing Privacy Level 1 will effectively block a student's directory data (listed above) from print or electronic publication both within HES and in the Harvard online directories.
- (4) Inside Harvard.** (Internal Harvard Directory). Data will display only within Harvard. Data items of students who choose Privacy Level 4 will appear in the Harvard online directories that are accessible to the Harvard community only—i.e., on computers on Harvard networks or with Harvard University login authentication on computers outside the Harvard network.
- (5) Public.** Data will display in publicly accessible Harvard online directories. **NOTE: Extension candidate and premedical participant privacy is automatically set at this level. You do not need to submit this form to request Level 5 privacy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Please note that regardless of the level of disclosure you choose on this form, you will not be invoking a FERPA block, which would block disclosure of your directory information, as well as your identity as a student, to the fullest extent possible.