



# Request for Non-Release of Directory Information

Print Full Legal Name

University ID Number

Request Date

The items listed below are designated as directory information and may be released for any purpose at the discretion of the University. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of directory information.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Student's Name</li> <li>2. University ID Number</li> <li>3. Mailing and local address</li> <li>4. Telephone number</li> <li>5. E-mail address</li> <li>6. Photograph</li> <li>7. Date and place of birth</li> <li>8. Degrees, honors, and awards</li> <li>9. Major field of study</li> <li>10. Grade level</li> </ol> | <ol style="list-style-type: none"> <li>11. Dates of attendance, including matriculation and graduation</li> <li>12. Enrollment status (undergraduate, predoctoral, graduate, full-, part-time)</li> <li>13. Most recent educational agency or institution attended</li> <li>14. Participation in officially recognized activities and sports</li> <li>15. Weight and height of members of athletic teams</li> </ol> |
|---|---|

Restricting release of your directory information **could have negative consequences**. Your names will not appear in the commencement bulletin and other university publications. Also, employers, credit card companies, private loan agencies, scholarship committees and all other external organizations will be told: "I'm sorry, but we have no information regarding that person."

The University will honor your request to withhold directory information, but does not assume responsibility to contact you for subsequent permission to release this type of information. Regardless of the effect on you, **the University assumes no liability for honoring your request that directory information be withheld.**

<input type="checkbox"/> Restrict the release of directory information for my name. <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Signature</span> <span>Date</span> </div>
<input type="checkbox"/> Remove the directory restriction from my name. <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Signature</span> <span>Date</span> </div>

**OFFICE USE ONLY**

RO Validation: \_\_\_\_\_ Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Registrar/Student (retain)