Request to Prevent Disclosure of Directory Information

The items listed below are designated as “Directory Information” and may be released in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. Under the provisions, you have the right to withhold the disclosure of “Directory Information.” Please consider very carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform this institution not to release “Directory Information,” any future request for such information from non institutional persons or organizations will be refused. For example, the health science center would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

SHOULD YOU DECIDE TO WITHHOLD DIRECTORY INFORMATION, YOU MAY AUTHORIZE AT A LATER DATE ON A TRANSACTION-BY-TRANSACTION BASIS THE RELEASE OF DIRECTORY OR NON-DIRECTORY INFORMATION; FOR EXAMPLE, THE RELEASE OF A TRANSCRIPT FOR EMPLOYMENT PURPOSES.

FOR STUDENTS APPROACHING GRADUATION – IF YOU HAVE REQUESTED THAT YOUR DIRECTORY INFORMATION BE WITHHELD, WE WILL NOT BE ABLE TO VERIFY YOUR DEGREE TO POTENTIAL EMPLOYERS UNTIL YOU REQUEST IN WRITING THAT WE REMOVE THE WITHHOLD DIRECTORY INFORMATION FLAG. THIS FLAG WILL REMAIN ON YOUR RECORD EVEN AFTER GRADUATION.

The institution will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect of withholding your directory information, the institution assumes no liability for honoring your instructions.

DIRECTORY INFORMATION INCLUDES THE FOLLOWING:

- Name
- Address
- University assigned e-mail address
- University assigned Enterprise-wide User Identification Number (EUID)
- Month, day, and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of Attendance
- Enrollment status (professional or graduate; full-time or part-time)
- Degrees, award and honors received (including selection criteria)
- Expected graduation date
- Most recent previous school attended
- Photograph
- Thesis and dissertation titles
- Academic Advisor (including student’s major professor)
- Postgraduate training site for medical graduates and degree candidates

This form should be submitted to the Registrar’s Office on or before the 12th class day of the spring or fall semester or the 4th class day of the summer term. We will accept the request to withhold directory information after the 12th or 4th class day, but we cannot be responsible for the release of directory information prior to receipt of this form in the Registrar’s Office.

Questions regarding data collected may be directed to the Registrar. (HB 1922)