

REQUEST TO WITHHOLD STUDENT DIRECTORY INFORMATION

I request that the University withhold my Student Directory Information from publication or release. I read and understand the Procedures for the Release of Information about Students statement (see below). The University will withhold the affected information permanently unless I notify the institution otherwise in writing.

First Name: _____ Middle Name: _____

Last Name: _____ A#: _____

Date of Birth: _____

Signature: _____ Date: _____

PROCEDURES FOR THE RELEASE OF INFORMATION ABOUT STUDENTS

We consider most information concerning a student's academic record confidential and we do not release it to anyone without the student's written authorization. There is, however, some information that the University can release without the student's authorization. We refer to this information as directory information. Directory information includes information such as a student's name, local and permanent addresses, e-mail address, telephone number, college, major, classification, current enrollment status, participation in recognized student activities and sports, dates of attendance, degrees and awards received and dates of receipt, and anticipated date of graduation based on completed hours. We provide this information to anyone, including the student, who contacts the University to inquire about or verify this type of information.

Students may place a 'hold' on the release of their directory information and have this information treated as confidential. A student may request withholding all, but not separate segments, of this information. Placing a hold on the release of your directory information will do the following:

- The University will not display your name, address, and e-mail address in our directory.
- If **anyone** calls or contacts the University, we will not release information verifying your attendance, withdrawal, **or graduation** from the University. We will only release this information upon your written authorization.
- The University will not release directory information to anyone that calls or contacts us.

You can place a directory hold at any time. If you have any questions concerning this policy or these procedures, please visit [Registration and Records](#) located at 128 Ferrell Hall or call the office at (304) 766-4146.