

Request to Prevent Disclosure of Directory Information

Office of the Registrar



UNIVERSITY OF ST. THOMAS

Under the provisions of the *Federal Family Education Rights and Privacy Act of 1974 (FERPA)*, Colleges may disclose information about a student designated as *directory information*. This information can, by law, be released to the general public and may be listed in the campus directory. The University of St. Thomas has designated the following as Directory Information:

1) full name, 2) major field of study, 3) participation in officially recognized activities and sports, 4) height/weight of members of athletic teams, 5) dates of attendance, including current classification and year, matriculation and withdrawal dates, 6) degrees and awards received, 7) most recent previous educational institution attended, 8) full or part-time status, 9) photograph and 10) campus e-mail address.

Even though the information listed above is designated as Directory Information by The University of St. Thomas, this does not mean that the university will disclose this information, only that it can choose to disclose it unless a *Request to Prevent Disclosure of Directory Information* form has been filed.

You have the right to withhold disclosure of directory information. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in the campus directory. **Please consider the consequences of a decision to withhold directory information.** Should you decide not to release any of this information, any requests for such information will be refused. Some effects may be:

- Friends, relatives, faculty or other students will not be able to access your contact information while a student or after you graduate.
- Your name will not be included in announcement of honors, awards or in the program for commencement.
- Information will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record.

Limitations

Confidentiality/Directory Exclusions does not limit access to your file by authorized individuals nor does it apply to employment information. Non-disclosure of directory information does not prevent the University of St. Thomas from disclosing personally identifiable information from a student's record to authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations. Information can be released to comply with a judicial order or lawfully executed subpoena.

The University of St. Thomas cannot assume responsibility to contact you when information about you is requested. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please check one of the following:

Please do not disclose **ANY** of the directory information listed above.

Please do not disclose the specific items of directory information listed below (Check all that apply)

Full Name

Major field of study

Participation in officially recognized activities/sports

Height/Weight of members of athletic teams

Dates of attendance, including classification/year, matriculation/withdrawal dates

Degrees and awards received

Most recent previous educational institution attended

Full or part-time status

Photograph

Campus email address

Student Information

Name: _____

Student ID: _____

Signature: _____

Date: _____

This authorization will remain in effect until revoked using the *Request for Revocation of Non-Disclosure of Directory Information* form.

Office Use Only

Signature: _____

Date Processed: _____