

Request for Revocation of Non-Disclosure of Directory Information

Office of the Registrar



UNIVERSITY OF ST. THOMAS

The University of St. Thomas does not normally disclose *directory information*. However at its discretion, it may provide directory information in accordance with the *Federal Family Education Rights and Privacy Act of 1974* (FERPA), as amended. 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.

Under the provisions of FERPA, students have the right to withhold the disclosure of directory information. Student request for non-disclosure may be made by submitting the completed form available on the student web portal to the Registrar's Office at any time.

The University of St. Thomas will honor your request to withhold any directory information item but cannot assume responsibility to contact you for subsequent permission to release them. Your request will remain in effect until rescinded in writing (see below). Please consider very carefully the consequences of any decision by you to withhold directory information.

Please note: 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.

I hereby authorize the Office of the Registrar at the University of St. Thomas to remove the non-disclosure block from my educational record. Effective immediately, directory information may once again be released to the public, at the discretion of the University of St. Thomas.

Student Information

Name: _____

Student ID: _____

Signature: _____

Date: _____

Office Use Only

Signature: _____

Date Processed: _____