

## Request to Prevent Disclosure of Directory Information

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under the provisions of FERPA, you have the right to withhold the disclosure of all **Directory Information**. UNC 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 upon you, UNC assumes no liability for honoring your request that information be withheld.

### Directory information includes the following:

- |   |  |
|---|--|
| - Student Name  | - Major field of study   |
| - Student address and phone number<br>(including local mailing and permanent addresses) | - Degrees pursued or being pursued   |
| - Email address   | - Degree conferred and dates   |
| - Date of birth   | - Honors, awards and publications  |
| - Dates of attendance   | - Most recently attended educational institution                                 |
| - Full or part-time enrollment  | - Participation in officially recognized sports and activities, past and present |
| - Student classification  | - Physical factors of athletes   |

***Please consider carefully the consequences of any decision to withhold all Directory Information.***

Restrictions would include, but are not limited to:

- You would not be acknowledged as a student unless you are in person with a valid picture ID.
- You would not be able to discuss your record with any UNC staff remotely (telephone, email, FAX or regular mail). All transactions would need to be handled in person with valid picture ID.
- All future requests for Directory Information from non-institutional persons or organizations would be denied. This would include current or potential employers, landlords, lending agencies, etc.
- Your name would not appear in the commencement program at graduation and your name would not be announced at the ceremony.
- Degree verifications through the National Student Clearinghouse would not be available.

By signing this, you also understand that some information may be available to other class members and the professor in courses that use the Blackboard system. In order to participate in these classes, it is necessary that your name be visible to other members of the class and the faculty member only.

|   |            |
|---|------------|
| <input type="checkbox"/> Yes, please withhold all my <b>Directory Information</b> as defined above.   |            |
| I understand the ramifications of withholding this information and understand that the request will remain in effect until a rescission is made in writing. |            |
| Bear Number _____   | Date _____ |
| Name _____  |            |
| Signature _____   |            |

|  |            |
|--|------------|
| <input type="checkbox"/> I want to rescind my previous request to withhold <b>Directory Information</b> as defined above.  |            |
| I no longer wish to prevent the disclosure of my Directory Information and release the University of Northern Colorado from any responsibility to withhold open Directory Information from the date this form is received in the Registrar's Office. |            |
| Bear Number _____  | Date _____ |
| Name _____   |            |
| Signature _____  |            |