

## 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 **Directory Information**. Please consider carefully the consequences of any decision 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 university would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

**Note to students about to graduate:** The confidential flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your degree to potential employers.**

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:**

- Name, address, phone number, and email
- Date and place of birth
- Major field of study, and degrees pursued
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous institution attended
- Classification
- Enrollment status

This form should be submitted to the Registrar's Office on or before the tenth day of Fall term to prevent information from being published in hard copy. Forms will be accepted after these deadlines, but we cannot be responsible for the release of **Directory Information** prior to receiving the request in the Registrar's Office.

## Directory Information Withhold/Release Form

**Withhold Directory Information**

I want Directory Information to be *withheld*. Directory Information includes all items listed above.

I wish to prevent the disclosure of my Directory Information and understand the ramifications of doing so.

**Are you Graduating this term? Yes or No**

**Name** \_\_\_\_\_  
**Bear Number** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Release Directory Information**

I want Directory Information to be *released*. Directory Information includes all items listed 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.

**Name** \_\_\_\_\_  
**Bear Number** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_