



NON-DISCLOSURE OF DIRECTORY INFORMATION

Request to Restrict

➡ Student Information

Student Name _____ Student ID# _____

The Family Rights and Privacy Act of 1974, as amended (FERPA; 34 CFR 99) sets forth requirements regarding the privacy of student records. The act is designed to protect the confidentiality of education records maintained by educational institutions and to give students access to their records to assure the accuracy of the contents.

Under FERPA, directory information may be disclosed without student consent. Directory information is information contained in an education record that would not generally be harmful or an invasion of privacy if disclosed. See <http://www.utica.edu/academic/registrar/ferpa.cfm> for details about directory information at Utica College.

If you wish to withhold all disclosure of directory information, sign below and submit this form to the Office of the Registrar. Once you have filed for non-disclosure of directory information, this block will remain on your record *permanently* until you revoke your request for non-disclosure in writing. This hold does not apply retroactively to previous releases of directory information.

Students should consider very carefully the consequences of requesting non-disclosure of directory information: all information, including confirmation of attendance at or graduation from the College, will be withheld from anyone who inquires, including other educational institutions and potential employers. If anyone calls the College to verify attendance or degree status, the only reply that will be given is “We have no information on that individual.” Utica College will honor the request to withhold all directory information but assumes no liability for the consequences of honoring those instructions.

Please be advised that a request for non-disclosure of directory information will not affect the disclosure of personally identifiable information under exceptions permitted by FERPA. These exceptions include, but are not limited to, disclosure of education records to the following:

- School officials with a legitimate educational interest in the specific records
- Persons or organizations providing financial aid to students provided the information is necessary to determine eligibility or amount of aid or to enforce the terms and conditions of the aid
- Accrediting organizations to carry out their functions
- Organizations conducting certain studies for or on behalf of the College
- Appropriate parties in a health or safety emergency, as defined by the Act
- The Department of Defense for military recruiting purposes, as per the Solomon Amendment (under 32 CFR 216)
- Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the College makes a reasonable attempt to notify the student in advance of disclosure
- A court of administrative agency in the event of legal action between the College and a student provided that the College makes a reasonable attempt to notify the student in advance of the disclosure
- Veterans Administration officials (under 38 USC 1790(c))
- Students cannot choose to be anonymous in the classroom setting

➡ Authorization

I have carefully read the above statement and request that my directory information not be disclosed to third parties without my written permission as permitted by the law.

Must Attach Government Issued Photo ID

Phone Number or email: _____

Student Signature: _____

Date: _____