

Family Educational Rights and Privacy Act of 1974 (FERPA)

The items listed below are designated as "Directory Information" and may be released in accordance with the Family Educational Rights and Privacy Act of 1974, as Amended. Under the provisions, you have the right to withhold the disclosure of "Directory Information." Please consider very carefully the consequences of any decision by you 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 health science center would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

SHOULD YOU DECIDE TO WITHHOLD DIRECTORY INFORMATION, YOU MAY AUTHORIZE AT A LATER DATE ON A TRANSACTION-BY-TRANSACTION BASIS THE RELEASE OF DIRECTORY OR NON-DIRECTORY INFORMATION; FOR EXAMPLE, THE RELEASE OF A TRANSCRIPT FOR EMPLOYMENT PURPOSES.

FOR STUDENTS APPROACHING GRADUATION – IF YOU HAVE REQUESTED THAT YOUR DIRECTORY INFORMATION BE WITHHELD, WE WILL NOT BE ABLE TO VERIFY YOUR DEGREE TO POTENTIAL EMPLOYERS UNTIL YOU REQUEST IN WRITING THAT WE REMOVE THE WITHHOLD DIRECTORY INFORMATION FLAG.

The institution 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 of withholding your directory information, the institution assumes no liability for honoring your instructions.

DIRECTORY INFORMATION INCLUDES THE FOLLOWING:

- ◆ Student's full name
- ◆ Addresses – local, permanent, and e-mail
- ◆ Telephone listings – both local and permanent
- ◆ Date and place of birth
- ◆ Major field of study
- ◆ Participation in officially recognized activities and sports
- ◆ Photograph
- ◆ Weight and height of members of athletic teams
- ◆ Dates of attendance
- ◆ Degrees and awards received
- ◆ Most recent previous school attended
- ◆ Classification

This form should be submitted to the Registrar's Office on or before the 12th class day of the spring or fall semester or the 4th class day of the summer term. We will accept the request to withhold directory information after the 12th or 4th class day, but we cannot be responsible for the release of directory information prior to receipt of this form in the Registrar's Office.

WITHHOLD "DIRECTORY INFORMATION"

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

Signature: _____

_____ (Student Identification No.)

_____ (Date)

Printed Name: _____

WE WILL HONOR YOUR REQUEST TO WITHHOLD "DIRECTORY INFORMATION" UNTIL YOU REQUEST IN WRITING THAT YOU WISH TO REMOVE THE WITHHOLD "DIRECTORY INFORMATION" DESIGNATION.

UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH