



FERPA Block/Nondisclosure of Directory Information Request

This form must be submitted in person with a photo ID in the Office of the Registrar.

Under the provisions of the Family Education Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right to have directory information withheld from the public. If you do not submit this form, the following items designated as directory information may be disclosed to all inquirers.

- Student name. (If provided, preferred name will be used when there is not a documented business or legal reason to use primary name. Students may select a diploma name for graduation and commencement materials.)
- Dates of attendance.
- Classification level (e.g., graduate student)
- Degree status (e.g., expected graduation date, degree conferral date or term).
- Enrollment status (full time, part-time, or not enrolled)

Considerations

1. Please give careful consideration to the consequences of withholding directory information. Should you do this, any future requests for such information, including the fact that you are enrolled, from persons or organizations unaffiliated with the DMGS *will be refused*. Our response when an inquiry is received about your student record will be, "We have no information about this person."
2. DMGS will not contact you when a request for information is made; therefore, if you *do* wish to have information released to a specific person or organization while this request is in effect, you must establish a FERPA Waiver for them). No information will be released to anyone, *including you*, without proof of identity.
3. DMGS will not print your name in graduation, honors and/or awards lists, including newspaper listings if appropriate, unless you file a second written request to cancel your privacy request at least one month prior to graduation. Since nondisclosure stays on your record until you file a written request to remove it, please be aware that this *will prevent disclosure* of your information to any and all prospective employers.
4. You must be a registered student during the term for which you are requesting nondisclosure of information.
5. Your information in the student information system (SONIS) will not be given out to any third party from the effective date forward. You may still authorize select individuals (e.g., sponsors) to access your records by filling out a FERPA Waiver form.

Note: If you have authorized payers who can view and pay your tuition and fee bill in their access to the bill will not be affected by this request. They will maintain access unless you choose to revoke their access yourself. If you choose this option, an email will be sent to the authorized payer stating that their access has been revoked.

This request will be honored until you file a written request to the Office of the Registrar to cancel it.

Student name (print): _____

Student signature: _____

Effective date: _____

PLEASE CANCEL THE ABOVE REQUEST FOR FULL PRIVACY (only sign this if you are reversing your previous decision to block information)

Student signature: _____

Effective date: _____