

# UNIVERSITY OF PIKEVILLE

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed under *Directory Information* may be released in accordance with the Family Education Rights and Privacy Act (FERPA). 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 further request for such information from non-institutional persons or organizations will be refused. For example, the University would be unable to verify degree, major, 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) or you may cancel Withhold Directory Information. See below for instructions.**

**Note to students about to graduate:** The withhold directory 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.** (See below for removal of **Withhold Directory Information** designation.)

The University of Pikeville is required to provide information to Immigration and Customs Enforcement (ICE) as requested.

The University of Pikeville will honor your request to withhold the information listed below until you give

permission to release the information. Regardless of the effect upon you, the University of Pikeville assumes no liability for honoring your request for information to be withheld.

### **Directory Information includes the following:**

- Student's full name
- Addresses – local and permanent
- Electronic mail address
- Telephone listings, both local and permanent
- Date and place of birth
- Photograph
- Major/field of study
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Enrollment status (full-time/part-time)
- Dates of attendance
- Degrees and awards/honors received
- Most recent previous school attended
- Classification/grade level

This form must be submitted to the Registrar's Office on or before the 10<sup>th</sup> class day of the fall or spring semester or the 3<sup>rd</sup> class day in the summer term. Forms will be accepted after these deadlines, but we cannot be responsible for the release of *Directory Information* prior to receiving the *Directory Information Withhold* request in the Registrar's Office.

## DIRECTORY INFORMATION WITHHOLD/RELEASE FORM

### **Withhold Directory Information**

I am requesting **Directory Information** to be *withheld* (**Directory Information** includes all items listed above). I wish to prevent the disclosures of my **Directory Information** and understand the ramifications of doing so.

Name (print) \_\_\_\_\_

Student ID # \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may authorize the release of information on a transaction-by-transaction basis without removing the **Withhold Directory Information** designation.

### **Release Directory Information**

I am requesting **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 any responsibility to withhold open **Directory Information** from the date this form is received in the Registrar's Office.

Name (print) \_\_\_\_\_

Student ID # \_\_\_\_\_

Signature \_\_\_\_\_

From the date this form is received in the Registrar's Office, we will honor your request to **Release Directory Information**.

Return this form to the Registrar's Office, University of Pikeville, Pikeville, KY 41501