



REQUEST TO PREVENT OR ALLOW DISCLOSURE OF DIRECTORY INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to have your “directory information” withheld. The items listed below are designated as “directory information” and may be released for any purpose at the discretion of the university.

Please consider very carefully the consequences having your “directory information” withheld. Should you decide to sign this form requesting the non-release of this “directory information,” any future requests for such information from non-institutional persons or organizations will be refused. The university will honor your request to withhold “directory information” but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the university assumes no liability as a result of honoring your request that this information be withheld.

See <http://www.piedmontu.edu/office-of-the-registrar-ferpa-for-students?> for more information.

The university defines the following as “directory information”:

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|---------------------------|--|
| • Student's Name | • Grade level |
| • Address | • Participation in officially recognized activities and sports |
| • Telephone Listing | • Weight and height of members of athletic teams |
| • Electronic Mail Address | • Degrees, honors, and awards received |
| • Photograph | • The most recent educational agency or institution attended |
| • Date and place of birth | |
| • Major field of study | |
| • Dates of Attendance | |

Suppress “Directory Information” – I request that my “directory information” be suppressed. I understand this information will neither be published in the online directory, nor in the commencement program upon my graduation, nor released to any outside agency for any reason. I further understand that this information will be provided to any PIU offices that may request it with a legitimate educational interest.

Do Not Suppress “Directory Information” – I request that my “directory information” no longer be suppressed. I understand this information will be published in the online directory, the commencement program, and may be released to outside agencies.

Please bring this form to the Office of the Registrar, along with valid photo identification, to indicate your request for the university not to disclose your “directory information.” This form must be signed in the presence of an Office of the Registrar staff member.

Student ID #: _____ Student Name (Print): _____

Signature: _____ Date: _____