

Order for non-disclosure of student directory information

The items listed below have been designated directory information by the university and may be disclosed without student consent at the university's discretion. Under provisions of the Family Education Rights and Privacy Act of 1974, as amended, students have the right to order that this information not be disclosed.

Please consider carefully the consequences of filing this order. If you order the university to withhold information, the university cannot acknowledge the fact of your enrollment to most parties other than university employees without your specific written consent. The university will not be able to publish your name on certain honors lists, organization membership lists, and you cannot participate in athletics which require the publication of team rosters. The university may not be able to verify your attendance to a prospective employer or someone who wants to provide you with financial aid. The university assumes no liability for the consequences of compliance with this order to withhold information about you.

Directory information at the University of St. Thomas includes student name; local, home and e-mail addresses; photographs; telephone number; class year; enrollment status (i.e. undergraduate or graduate, full-time or part-time); school affiliation (i.e. Engineering, Opus College of Business); major field of study; dates of attendance; degrees, honors and awards; participation in officially recognized activities, clubs and sports; weight and height of members of athletic teams; high school and other colleges/institutions attended; parent's names and addresses; anticipated date of graduation; and anticipated degree(s).

Undergraduate students may order the university to not disclose any of the above information without their consent by signing this form and sending or bringing it to the Office of the University Registrar during the first week of the first semester of their attendance or the first week of any subsequent fall semester. Graduate students should provide the completed form to their graduate records administrator. The non-disclosure order will remain in effect until the student rescinds it in writing.

If the registrar receives this form during the first week of attendance by the undersigned student the university will not publish directory information about that student for that or any subsequent term unless and until the student rescinds the order in writing. The university cannot be liable for directory information disclosed after the first week of the term in which the order is received or any term prior to the receipt of the form.

I HEREWITH ORDER THE UNIVERSITY TO NOT DISCLOSE ANY INFORMATION ABOUT ME WITHOUT MY WRITTEN CONSENT. I UNDERSTAND THAT EXCEPTIONS ARE MADE FOR UNIVERSITY EMPLOYEES WHO HAVE A LEGITIMATE EDUCATIONAL NEED FOR THIS INFORMATION, AND FOR OTHER INDIVIDUALS AND AGENCIES SPECIFIED BY LAW.

Student ID# _____ Date _____

Student signature _____ Print name _____