UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

Request to Prevent Disclosure of Directory Information

The items listed under *Directory Information* may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (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 future request for such information from non-institutional persons or organizations will be refused. For example, the university 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) or you may cancel withhold directory. 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.)

UNTD 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 upon you, UNTD assumes no liability for honoring your request for information to be withheld.

Directory Information includes the following:
- Student's full name
- Addresses – local, permanent and university-assigned 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 Office of the Registrar on or before the census date of each semester or session. 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 Office of the Registrar.*

Directory Information Withhold/Release Form

Withhold Directory Information

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.)

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

Name (print) _____

UNTD Student ID# _____ Date _____

Signature _____

From the date this form is received in the Office of the Registrar, 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 in writing on a transaction-by-transaction basis without removing the Withhold Directory Information designation (see above).

Release Directory Information

I want **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 North Texas at Dallas from any responsibility to withhold open **Directory Information** from the date this form is received in the Office of the Registrar.

Name (print) _____

UNTD Student ID#_____ Date _____

Signature _____

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

Return this form to the Office of the Registrar, University of North Texas at Dallas, Student Center, Student Solutions Center, 7350 University Hills Blvd., Dallas, TX 75241-4605. [Fax: (972) 338 -1939] - [Email:] registrar@untdallas.edu