

Brescia University

Request to Prevent Disclosure of Directory Information

Information:

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, eligible students have the right to withhold the disclosure of "Directory Information." Brescia University designates the following as "Directory Information" which may be released unless the student request's the University not to do so: student's name, address, email address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards, dates of attendance, degrees and awards received, the most previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

Students should consider the consequences of any decision to withhold "Directory Information." Any request to prevent the disclosure of "Directory Information" will preclude the student's inclusion in all third party enrollment verification processes. Any future request for such information from non-institutional persons or organizations will be refused.

Brescia University will honor the student's request to withhold "Directory Information" and will assume no responsibility to contact the student for subsequent permission requests. The institution assumes no liability for honoring the student's request that "Directory Information" be withheld.

Authorization:

I hereby request that Brescia University not make available any "Directory Information" to any requestor during the _____ semester of the _____ academic year.

Name

Date

Please Note: This form must be submitted to the Registrar's Office within two weeks of the start of each semester for which the request is made. This form may be submitted in person to the Office of the Registrar located in the Student Services Center, by email to registrar@brescia.edu, or by fax to (270) 689-9563.

For office use only:

Received by: _____ Date: _____