

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION



The Family Education Rights and Privacy Act of 1974 (as amended) allows the University of Denver (DU) to designate certain information related to students as "Directory Information" and permits the University to disclose such information without authorization unless students specifically request in writing that all such information not be released without their written consent.

The University of Denver defines Directory Information as the student's full name, address (local, home, permanent), telephone number, electronic mail address, digitized I.D. photograph, date and place of birth, major field of study, full-time or part-time status, class (e.g., sophomore, junior), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended by the student.

No other items of student information will be released to any person or organization outside of DU without the written consent of the student, except for certain categories of persons or organizations specifically exempt by federal laws. A student's consent is not required to release information to school officials; to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs; in connection with financial aid; to organizations conducting studies for or on behalf of DU; to accrediting organizations; to parents of a dependent student; to comply with a judicial order or subpoena; in a health or safety emergency; or the results of a disciplinary hearing to an alleged victim of a crime of violence.

Consider carefully the consequences of any decision made by you to withhold Directory Information, as all requests for such information from non-institutional persons or organizations will be refused. This will stop any verifications for purposes of employment, loans, credit card applications, insurance, etc. Your name will not appear in the commencement program or similar announcements. DU has the intent to honor requests of students who wish to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission for release of information. Regardless of the effect upon you, DU assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that "Directory Information" not be disclosed to third parties by the University without prior written permission from me. **This request remains in effect until the first week of fall quarter each year.**

Remove the Directory Information hold and release all Directory Information.

Print Name _____

Student Number: _____ Social Security Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Signature _____ Date _____

This form may not be submitted electronically. Return completed form to the Office of the Registrar, University of Denver, 2197 S. University Blvd, University Hall B133. Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.3897.

Office Use Only:

_____ Checked picture identification _____ Entered SIS

Processed by _____ Date: _____

Office of the Registrar

University Hall | 2197 S. University Blvd. | Denver, CO 80208 | 303.871.4095 | Fax 303.871.4300 | registrar@du.edu | www.du.edu/registrar