

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

STUDENTS: Use this form if you do not want the University to release your address, e-mail or other directory information.

To: All Students

The Catholic University of America has designated as directory information the following information: name of student, address (both local, including e-mail address and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. The University may release this information for any purpose at its discretion. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of directory information.

If you do not submit this form to the Office of Enrollment Services (W200 Fr. O'Connell Hall), directory information as listed above may be released to anyone requesting it either in person, by mail, by telephone, and in some cases, online.

As long as a hold is in place, directory information will not be made publicly available. Please consider the consequences of withholding directory information. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information. Note that the default setting for the University home page is that only a student's campus e-mail address will be displayed, so if your only concern is what directory information is displayed on the CUA Home Page in the web phone book, you have control over this aspect of information release without placing a directory hold. You may make more or less information available in this web phone book by logging in and clicking the "update your own information" link.

If you wish to restrict disclosure of directory information, please check the box below.

Withhold all directory information

Print Full Name: _____ **Signature:** _____

Student Identification Number: _____ **Date:** _____

This form must be hand-delivered to the Office of Enrollment Services, W200 Fr. O'Connell Hall, by the student and a photo ID must be presented. A non-disclosure request will remain effective until revoked or amended. The student record policy is online at <http://policies.cua.edu/StudentLife/studentrecords.cfm>. Further information about federal statutes and regulations governing student records is available at <http://counsel.cua.edu/ferpa/>

If you have any questions, contact the Office of General Counsel at 202-319-5142 or the Office of Enrollment Services (W200 Father O'Connell Hall) at 202-319-5300.

For Use the Office of Enrollment Services:

Date Stamp:

Identification Type: _____

Processed By (initials): _____

Date Processed: _____