

BUENA VISTA UNIVERSITY

Request to Withhold/Release Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), BVU has the discretion to designate specific student data as public information. This data is defined as "Directory Information" and may be disclosed *without the prior written consent of the student*. BVU has designated the following student information as public or "Directory Information":

- Student name;
- Addresses (local/campus and home/permanent);
- Email address (institutional and personal);
- Telephone numbers (local/campus, home/permanent, and mobile);
- Major, Minor and Concentration field of study;
- Date and place of birth;
- Status (including current enrollment, dates of attendance, full or part time, withdrawn);
- Graduation information (including whether a degree was conferred and/or the degree and date it was conferred);
- Class rosters;
- Participation in officially recognized activities and sports (including the weight and height of members of athletic teams);
- Photograph(s) and/or video footage;
- Degrees, honors, awards received (e.g., Dean's List); and
- Most recent educational institution attended.

Students have a right to withhold the release of their Directory Information, or to remove the hold on their Directory Information. To do so, submit this Request to Withhold/Release Directory Information form and return to the Office of the Registrar.

Please note: only students who wish to withhold the release of, or remove the hold on their Directory Information need to fill out this form. No action is needed for students who agree to the release of their Directory Information.

Student Name (print) _____
Email Address _____
Telephone # _____
Student ID Number _____

Instruction to Withhold Directory Information

_____ Please do not release any of my directory information. I understand this instruction will remain in effect until I submit a revised request in writing to the Office of the Registrar.

Student Signature

Date

Authorization to Release Directory Information

_____ I have previously instructed BVU to withhold directory information. Please remove the hold on my directory information. I understand that this release will remain in effect until I submit a revised request in writing to the Office of the Registrar.

Student Signature

Date