

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

(RO-03/22)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8669 registrar@glenville.edu

Student's Name (printed) _____

GSU Student ID # _____

The Family Educational Rights and Privacy Act (FERPA) ensures the confidentiality of student records, permits students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student. Glenville State University designates the following items as Directory Information:

- Student Name
- Telephone Numbers
- Program of Study (i.e., major)
- Weight and Height of athletes
- Degree(s) & Date(s) conferred
- Class Level (i.e., freshman)
- Anticipated Date of graduation
- Addresses
- Date of Birth
- Honors, Awards & Scholarships received
- Enrollment Status (i.e., Full time, part time)
- Dates of Enrollment
- Participation in official recognized sport/activity
- Other Educational Institution(s) attended

Glenville State University has designated certain information as Limited Use Directory Information. Disclosure of this information without the consent of the student shall be limited to (a) those officials within the college who have access, consistent with FERPA, to such information and only in conjunction with an official institutional purpose; (b) publication on websites hosted by, on behalf of, or for the benefit of the university and/or other media source and only in conjunction with an official institutional use; and (c) and other disclosure FERPA authorizes without consent. The following information has been designated as Limited Use Directory Information":

- Electronic mail addresses (Email)
- Photographs, videos or other media containing a student's image or likeness.

***Please keep in mind, if you choose to withhold Directory Information, University officials will not be able to confirm your enrollment or degrees awarded with third parties such as potential employers or insurance companies unless the disclosure would otherwise be permitted by FERPA.

I hereby request that Glenville State University does not disclose or release any of my directory information to any individual or agencies. This request will remain in effect until I remove my request with the Registrar's Office.

Student's Signature _____ Date _____

I am requesting to remove the restriction I previously placed on all of my Directory Information.

Name: _____ Signature: _____

GSU Student ID #: _____ Date: _____