



Order for Non-Disclosure of Directory Information

Under provisions of the Family Education Rights and Privacy Act of 1974 ("FERPA"), information designated by the University of St. Thomas as directory information may be disclosed without student consent at the university's discretion unless a student has directed the university, in writing, that directory information not be disclosed

Directory information at the University of St. Thomas includes: student name; local, home and e-mail addresses; photographs, video or digitized image; telephone number; class year; enrollment status (i.e. undergraduate or graduate, full-time or part-time); school affiliation (i.e. Engineering, Opus College of Business); major field of study; dates of attendance; degrees, honors and awards; participation in officially recognized activities, clubs and sports; weight and height of members of athletic teams; high school and other colleges/institutions attended; parent's names and addresses; student work assignments and locations; anticipated date of graduation; and anticipated degree(s).

Undergraduate students may direct the university to not disclose any of the above information without their consent by signing this form and sending or bringing it to the Office of Student Data & Registrar. Graduate students should provide the completed form to their graduate records administrator. The non-disclosure order will remain in effect until the student rescinds it in writing.

Please consider carefully the consequences of filing this order. If you direct the university to withhold information St. Thomas cannot acknowledge the fact of your enrollment to most parties other than university employees without your specific written consent. The university may not be able to verify your attendance to a prospective employer or other third party, and your name and information may be withheld from certain lists. The university assumes no liability for the consequences of compliance with this order to withhold information about you.

Within 30 days of receiving this form by the undersigned student the university will not publish directory information about that student for that or any subsequent term unless and until the student rescinds the order in writing. The university cannot be liable for directory information disclosed prior to the receipt of the form and up to 30 days after the receipt of this form.

I DIRECT THE UNIVERSITY TO NOT DISCLOSE ANY INFORMATION ABOUT ME WITHOUT MY WRITTEN CONSENT. I UNDERSTAND THAT EXCEPTIONS ARE MADE FOR UNIVERSITY EMPLOYEES WHO HAVE A LEGITIMATE EDUCATIONAL NEED FOR THIS INFORMATION, AND FOR OTHER INDIVIDUALS AND AGENCIES SPECIFIED BY LAW.

St. Thomas ID:	Student Printed Name:
Student Signature:	Date: