



Office of the Registrar

Student Request to Restrict Directory Information

FAU ID: _____ Name: _____
(Last) (First) (Middle)

The Family Educational Rights and Privacy Act of 1974, also known as FERPA and/or The Buckley Amendment of 1974, as amended, grants students attending post-secondary institutions certain rights and privacies regarding their education records. Under FERPA, the University may identify certain student information as directory information that may be made available to third-parties without the student's consent. FAU's definition of directory information includes the following:

- Personal Data:** Student's name, address (mailing, home), telephone (mailing, home), email address (campus (FAU assigned)).
- Enrollment Data:** Student's academic program (school of record, degree objectives, major(s), minor(s), expected graduation date), academic level (classification), current enrollment status (full-time, part-time), attendance dates, degrees and awards received, previous education (all past school(s) and/or institution(s) attended).
- Participation Data:** Student's participation in University-recognized activities, sports.

Student information falling outside this definition of directory information cannot be released to a third-party without the student's written consent. Additionally, the student has the right to restrict disclosure/release of directory information to third-parties by completing this request.

Note #1: By restricting all FAU directory information, the student denies access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties. In addition, the student's directory information will not appear in the FAU *Directory of Students, Staff and Faculty* published at the beginning of each academic year (Fall term).

Note #2: The student must contact the webmaster at webmaster@faulkner.edu to remove his/her name and email address from FAU's searchable index and to inquire about any applicable personal website restrictions.

Note #3: After a student's request to restrict directory information is processed,

- Student Leaders continue to have access to the student's directory information if he/she participates in that organization.
- Restrictions on directory information do NOT apply to any form of in-class communications.

Policy Exception: The student's name will appear in the Commencement Brochure, as appropriate, and on SMU's Honor Roll List and in the Honors Convocation Brochure, if applicable.

If the student chooses to be EXCLUDED from these brochures and lists,

PLEASE INITIAL HERE: _____

By signing this form, I am choosing to restrict the release of all directory information until such restriction is revoked by me in writing, and/or until I graduate from FAU, and/or until my academic program has been automatically discontinued due to my lack of enrollment for two consecutive full terms. FAU defines full terms as consecutive Fall and Spring terms or consecutive Spring and Fall terms. I understand that I must submit this request to the University Registrar's Office on or before my first day of class for the new academic year (Fall term) in order to be excluded from the annually printed Directory of Students, Staff and Faculty.

(Student Signature)

(Date)

Please submit this form in person Office of the Registrar at a Faulkner campus. A valid photo ID is required for verification