



Registrar's Office • 5345 Atlanta Highway • Montgomery, AL 36109 • Fax#: 334-386-7244 • E-mail: registrar@faulkner.edu

Student Request to Restrict Directory Information

Student ID: _____ Name: _____
(Last) (First) (MI)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as The Buckley Amendment, 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. Faulkner University's definition of directory information includes the following:

Personal Data: Student's name, mailing address, telephone number, Faulkner email address and DOB.

Enrollment Data: Student's academic program (school of record, 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 and/or institution(s) attended).

Participation Data: Student's height, weight, and age when participating in University-recognized activities, and 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 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.

Note #2: The student must contact the Office of Registrar at registrar@faulkner.edu to remove his/her name and email address from Faulkner'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 Program, on Faulkner Honor Roll Lists, 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 Faulkner University, and/or until my academic program has been automatically discontinued due to my lack of enrollment for two consecutive full terms. Faulkner University 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 any printed, posted or disseminated Directory of Students.

(Student Signature)

(Date)

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