

RESTRICTING RELEASE OF DIRECTORY INFORMATION

DIRECTORY INFORMATION – 2020-2021 ACADEMIC YEAR

At its discretion, Ursuline College may disclose to the public a student's directory information, unless the student completes this form and submits it to the registrar requesting that the student's directory information not be disclosed without the student's permission. This form must be completed within two weeks of the first day of classes for the fall semester – either in person or via the student's UC email account. Requests for nondisclosure of directory information will be honored for one year only; therefore, a new form must be filed annually in the Registrar's Office (Mullen Administration Building Room 205).

Ursuline College has designated the following categories as directory information:

- Student name, address, and email.
- Dates of attendance at Ursuline College, major field of study, participation in officially recognized activities, degrees, and awards received.
- The most recent previous educational agency or institution attended by the student.

NOTE: Name, address and telephone number of the student's parents/guardians are not considered directory information.

Student Name: _____

Student ID: _____

Permanent Address: _____

I wish to restrict release of my directory information for the 2020-2021 academic year. I understand that I must complete this form each year to continue this restriction.

Student Signature: _____

Date: _____

Please note:

Among other exceptions, FERPA permits disclosure without consent to College officials with legitimate educational interests. Ursuline College officials are persons employed in an administrative, faculty, or support staff position (including security personnel and health staff); persons or companies with whom the College contracted; e.g., an attorney, auditor, or collection agent; persons serving on the Board of Trustees; or students serving on an official committee, such as the academic appeals or judicial boards, or assisting other college officials in doing their duties. College officials have legitimate educational interests if they need to review the education records to fulfill their professional duties. In addition, upon request, Ursuline College discloses education records without consent to officials at other colleges or universities in which a student seeks to enroll.

Office of the Registrar
