

STETSON UNIVERSITY

Office of the Registrar
DeLand, Florida 32723
(386) 822-7140

Request to Withhold Directory Information

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* is a federal law that affords students the right to have control over the disclosure of personally identifiable information from the education records. Under the provisions of the law, the University is allowed to release student “directory information” without prior consent of the student. Stetson University considers the following information to be “directory information”.

- Student name
- Local/permanent address and email address
- Telephone number(s)
- Dates of Attendance or graduation at Stetson
- School or college, major, minor
- Degrees and Awards received at Stetson
- Enrollment status (e.g., undergraduate or graduate level, full time or part time)
- Most recent previous education institution
- Participation in school activities and sports activities
- Photograph of student
- Weight and height of members of athletic teams

Students who do not want the University to release directory information may file this Request to Withhold Directory Information form. This form must be received in the Registrar’s office prior to the tenth class day of the semester in order for it to be applicable to that semester and subsequent semesters. This will then mark you record as “confidential”

I understand that by signing this authorization, the university will not release information to a third party without my written consent or unless the University is required by law or permitted under FERPA to release such information. I also understand that that means my name cannot be included in any lists that are posted or published, including class rosters or commencement program for graduation. Once I have opted out of the release of directory information, the flag will NOT be removed unless a signed authorization requesting the removal is submitted to the Registrar’s office.

Name (print) _____
Signature _____
Student ID number _____
Date _____

Submit this form to Stetson One Stop (Rinker Welcome Center)

Revoke Directory Information Flag - use this box only if you wish to remove the flag

Signature _____
Date _____