

## Student Request for Non-Disclosure of Directory Information

Under the College of Law policy titled “Privacy of Student Records,” certain categories of data have been designed as “Directory Information.” The College of Law views “Directory Information” as basic information that is generally not considered harmful or and that would not generally constitute an invasion of privacy if released without prior consent. Specifically, these categories are:

- Student’s name;
- Address;
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
- Telephone listing;
- Date and place of birth;
- School or college attending (i.e., law school, JD/MBA, etc.);
- Field of study and concentrations;
- Degree(s) sought;
- Expected date of completion of degree requirements and graduation;
- Degrees conferred;
- Awards and Honors (e.g., Dean’s list);
- Full- or part-time enrollment status and class level (i.e., 1L, 2L, 2PT, etc.);
- LSAC Credential Assembly Service Identification Number (for data validation purposes only);
- Dates of attendance;
- Most recent educational agency or institution attended;
- Participation in officially recognized school activities (e.g., moot court, law review, etc.); and
- Photograph.

The College of Law **may** disclose any of these items at its discretion, without prior written consent unless notified in writing not to disclose. Note, however, that the College of Law values your privacy. Therefore, while the College of Law reserves the right to release student directory information, we generally do not release information other than the following unless (1) required to do so by law, (2) for the purposes of reporting to the University or College of Law accrediting agencies, (3) based on unusual circumstances warranting disclosure at the College of Law’s discretion, or (4) with the student’s consent:

- Name;
- School or college attending (i.e., law school, JD/MBA, etc.);
- Degree(s) sought;
- Degrees conferred; and
- Dates of attendance.

If you do not want the College of Law to disclose Directory Information from your education records without your prior written consent, **you must complete this form and return it to the Office of the Registrar**. Your information will not be released from the time that Office receives your completed form. Your request will then remain in effect until you rescind the request in writing.

Before completing this form, please consider the consequences of opting out. For example, if you tell us not to disclose your Directory Information to third parties, we will not share your information with anyone other than individuals who have a right to see your information under the law regardless of consent, or for whom you have provided a specific written release. This includes persons or agencies considering you for employment and media sources with respect to any honors or awards you receive.

**PLEASE NOTE:** If you have requested that we not disclose your Directory Information and/or otherwise wish that your name not appear in the College of Law commencement program, you must indicate that information in the applicable space on your Application for Graduation.

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*I do not want my Directory Information to be released to third parties without my written consent. I understand that this request applies to all parties other than school officials determined by the College of Law to have a legitimate educational interest in the information. I also understand that this request for non-disclosure does not act as a bar to disclosure of information for which consent is not required, such as but not limited to a health or safety emergency.*

Legal Name: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE COLLEGE OF LAW OFFICE OF THE REGISTRAR**

***For Office Use Only:***

Date Received: \_\_\_\_\_ Date entered in Banner: \_\_\_\_\_ Entered By: \_\_\_\_\_

Original to Student File — Copy to Communications Office — Copy to Information Technology

(Form approved 4/3/08) Form revised 9/8/14