



OHIO
UNIVERSITY

**Office of the
University Registrar**

**Chubb Hall
Athens OH 45701-2979**

CONFIDENTIALITY STATUS REQUEST FORM



By signing this form I am exercising my right to request non-disclosure of my personally identifiable directory/public information, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. I am requesting that all of the items listed below as directory/public information not be released to non-institutional persons or organizations.

Ohio University has designated the following items as directory/public information that may be released without the student's consent: name, mailing address (local and/or permanent), telephone (local and/or permanent), University e-mail address, date and place of birth, current major program(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment at Ohio University, degrees and awards received from Ohio University (including dates and major programs), previous educational institution most recently attended, and other similar information, to include: a.k.a. name(s); standing and degree level (1st year undergraduate, 2nd year graduate, etc.); enrollment status (full time, etc. including total hours enrolled by term); primary advisor; expected graduation date; current college and campus; residency status (Ohio resident, out-of-state student), admission status (new, continuous, etc.); record hold(s); deceased status; and directory/public information release status.

Relative to such directory or public information, the University gives annual public notice of the categories of information that are directory information. Students may order the University to not disclose this information without their consent by completing this form and delivering it to the Office of the University Registrar. Students who do not want their directory information printed in the annual campus directory must submit this form within the first 15 calendar days of fall quarter. Students who do not want to be listed in the Ohio University online eDirectory must complete this form, but may submit it at any time. The non-disclosure order will remain in effect until the student rescinds it in writing.

I understand and agree to the following:

1. That if I submit this form to the Registrar's Office **after** the deadline outlined above, my computerized records in the Student Information System (SIS) will be flagged, indicating non-disclosure, and my listing in the Ohio University online eDirectory will disappear. However, the directory/public information listed in the annual Campus Directory or on the student rosters previously made available for public use in these offices will not be affected: Dean of Students, University Communication and Marketing, East & West Green Offices, South Green Office and Mail Room, Career Services, University Mail Services, Athens Post Office, Ohio University Police, and Office of Information Technology.
2. That my non-disclosure order status may result in undesirable repercussions from denied enrollment and degree verification to persons, agencies, and institutions requesting this information for employment, insurance discounts, school transfer, or related purposes.
3. That this non-disclosure order is permanent. I must remove the non-disclosure order by signing a written release before graduation if I want to be listed in the graduation commencement program.
4. That I may submit written permission for subsequent disclosures on a case-by-case basis without affecting my overall confidentiality status.

PRINTED FULL NAME _____

STUDENT IDENTIFICATION NUMBER _____

I have read and understand the above information.

STUDENT'S SIGNATURE _____

DATE _____

Return form to: Office of the University Registrar
Chubb Hall
Athens OH 45701
Fax: 740-593-0216