



OFFICE OF THE  
**University Registrar**

**Request for Nondisclosure of  
Directory Information**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords matriculated students certain rights with respect to their educational records. These rights include the right to consent or to decline to consent to the University's disclosure to third parties of personally identifiable information contained in their education records. However, FERPA defines some information about students as directory information. Directory information can be disclosed without written consent. Directory Information includes: ***the student's name, address, telephone number, e-mail address, student ID photos, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.***

Among other things, the ability to disclose directory information allows Vanderbilt to certify a student's enrollment status to insurance companies and other agencies, and upon graduation, to list a student's name and home town in the University Commencement Program, and to verify a student's major and degree upon request.

New entering students and currently enrolled students may request that directory information not be released without their written consent. The request for nondisclosure must be made in writing to the University Registrar (by way of the form below). No element of directory information as defined above is released to third parties for students who request nondisclosure except in situations that the law allows. A request to withhold directory information remains in effect as long as the student is enrolled, or until the student files a written request with the University Registrar to discontinue the withholding. For a directory hold to continue after a student is no longer enrolled, a written request for continuance must be filed during the student's last term of enrollment.

**Important Note:** Please be advised that once a "non-disclosure of directory information," is placed on your record, it will remain on your record until you request (in writing) that it be removed. There can be some negative consequences to blocking access to public information (i.e., the University will *not* be able to confirm your enrollment or your degree, once it is earned, to a prospective employer.) Also note that information you provide to other campus organizations may not be protected by your non-disclosure request.

**I hereby request that no directory information be released for me except by my written consent.** I understand the implications of this request, and I further understand that this directory hold will remain in effect until I notify the University Registrar in writing to remove the hold.

Name: \_\_\_\_\_ School: \_\_\_\_\_

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