



Registrar's Office

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Davenport University following the Family Education and Privacy Act (FERPA) guidelines designates certain information related to students as "Directory Information". Directory Information is considered public information and may be released by the University without the consent of the student. Students have the right to request in writing that all such information not be released without their written consent.

Directory information includes the student's name, address, telephone number, email address, birth date, academic program (major field of study), dates of enrollment, enrollment status, degrees, awards, honors, past and present, participation in officially recognized sports and activities, and physical factors of athletes (height and weight). Requesting non-disclosure of directory information prevents release of any information regarding you as a student which includes but is not limited to:

- Verification of attendance at the University (current or past attendance)
- Publication of your name on the Dean's List
- Verification of degree(s) and graduation honors awarded
- Printing your name, degree and honors (if appropriate) in the commencement booklet at the time of graduation

Please note: Non-disclosure of directory information does not prevent the University from disclosing personally identifiable information from a student's record to Davenport University faculty/staff under certain circumstances. Davenport may also release information to representatives of federal, state and local agencies when that disclosure is in connection with financial aid which the student has received or applied to receive.

I have carefully read the above and request that all "Directory Information" not be disclosed to non-institutional persons or organizations by the University without my prior written permission. The confidentiality flag will remain on my record until I submit written permission to have it removed.

Students Printed Name _____

Student ID number or last four of Social Security number _____

Telephone number _____

Date _____ **Signature** _____

Return Completed form via email to Central.Registrar@davenport.edu or fax to 616-732-1150