



REQUEST TO REVISE STATUS OF STUDENT DIRECTORY INFORMATION

NAME

(Last)

(First)

(MI)

ID Number

____ I request that my Student Directory Information be **withheld** from publication or release.

____ I request that my Student Directory Information be released **without restriction**.

I have read the Procedures for the Release of Student Directory Information (see below) and understand what components of my academic record are affected.

Signature

Date

Procedures for the Release of Student Directory Information

Most information concerning a student's academic record is considered confidential and is not released to anyone without the student's written authorization. There is, however, some information that the University can release without the student's authorization. This information is called *Directory Information* and is provided to anyone, including the student, who contacts the University to inquire about or verify this type of information.

Directory Information consists of a student's name, address, telephone number, current enrollment status, athletic program information, previous institution most recently attended, degrees and awards received, dates of attendance, dates of graduation, date of birth, place of birth.

Students may place a "hold" on the release of their Directory Information, and have this information treated as confidential. This can be accomplished by completing the Request to Revise Status of Student Directory Information form and submitting it to the Office of the Registrar on the 2nd floor of North Shepler.

A student may request that all, but not separate segments, of this information be withheld. Placing a hold on the release of your Directory Information will do the following:

- If anyone calls or contacts the University, no information will be released verifying your attendance at or graduation from Cameron University. This information will only be released upon your written authorization.
- Your address and telephone number will not be released to anyone calling or contacting Cameron University.
- Your name will not be printed in any newspaper in recognition of degrees or awards, including honor roll and/or graduation listings.

If you have questions concerning this policy or these procedures please contact the Office of the Registrar, North Shepler 205, 580-581-2238.
