

Request to Prevent Disclosure of Directory Information

All Students:

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the University the discretion to disclose such information to anyone inquiring without having to ask students for permission, unless students specifically request in writing that such information not be made public without their written consent.

American University classifies Directory Information in three categories:

| Academic Information | Contact Information | Personal Information |
|-----------------------------|----------------------------|--------------------------------|
| Dates of attendance | Telephone numbers | Student's full name |
| Major and Class | Addresses | Month, day, and place of birth |
| Date of Graduation | Email addresses | Height and weight of athletes |
| Degrees and honors earned | | Photographs |

Although it is our continued practice to verify and not volunteer directory information, the university may release directory information unless the student has instructed the university to restrict this information.

Please consider very carefully the consequences of any decision you make to withhold any Directory Information category, as any future request for such information from non-institutional persons or organizations will be refused. For example, the university will be prohibited from releasing your directory information for such things as: (1) submitting your name as a Dean's List candidate to your hometown newspaper(s); (2) listing you as a graduate in our Commencement printed programs; or (3) listing you in any university directory.

American University will honor your request to withhold all information, but cannot assume responsibility to contact you for subsequent permission for release of information. Regardless of the effect upon you, American University assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following categories of Directory Information NOT be disclosed to third parties by the University without prior written permission from me. This authorization remains in effect until revoked in writing by me.

WITHHOLD THE FOLLOWING TYPES OF INFORMATION:

ACADEMIC INFORMATION

CONTACT INFORMATION

PERSONAL INFORMATION

Student's Printed Name: _____

AU ID #: _____ Student's Local/Campus Phone: _____

Student's Local/Campus Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Student's Signature: _____ Date: _____