

Request to Prevent Disclosure of Directory Information

All Students:

The Family Education Rights and Privacy act designates certain information related to students as “Directory Information” and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission, unless students specifically request in writing that all such information not be made public without their written consent.

American University defines Directory Information as a student’s full name, address, telephone numbers, email addresss, date and place of birth, dates of attendance at the university, major field of student and class, date of graduation, degrees and honors received. It is our operating procedure to verify information but never to volunteer Directory Information.

Please consider very carefully the consequences of any decision made by you to withhold any category of “Directory Information”, as any future requests for such information from non-institutional persons or organizations will be refused. 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 may be withheld.

I have carefully read the above and request that “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 from me.

Student’s Printed Name _____

Student Identification Number _____

Student’s Local/Campus Address _____

City _____ State _____ Zip _____

Email Address _____

Student’s Local/Campus Phone _____

Today’s Date _____ Student Signature _____

Return completed form to The Office of the Registrar