

**American University**  
**Request to Prevent Disclosure of Directory Information**

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 as follows:

*A student’s name, telephone numbers, addresses, e-mail addresses, month and day of birth, dates of attendance at the university, major field of study and class, date of graduation, degrees and honors received at the university, participation in officially recognized university activities, height and weight of members of athletic teams, photographs, and similar information. Directory information cannot include student identification numbers, Social Security numbers, citizenship, gender, race, religious preference, grades, and GPA.*

American University may release Directory Information unless the student instructs the University to restrict the release of this information by submitting this form, signed and dated.

Please consider very carefully the consequences of restricting the release of Directory Information—AU will be prohibited from such things as verifying degree completion and listing your name in the commencement program. Regardless of such effect upon you, AU assumes no liability for honoring your instructions to withhold directory information.

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**I have carefully read the information above and request that NO Directory Information be disclosed to third parties by American University without prior written permission from me. This authorization remains in effect until revoked in writing by me.**

Student’s Printed Name: \_\_\_\_\_

AUID #: \_\_\_\_\_ Student’s Cell Phone: \_\_\_\_\_

AU Email: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student must present this form in person with a photo ID to AU Central, Asbury 201