

## Request to Restrict Disclosure of Directory Information

Under provisions of the Family Educational Rights and privacy Act of 1974, as amended, the University may disclose "Directory Information" without a student's prior written consent. The University designates the following as "Directory Information": The student's name, addresses, telephone number, school or college, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information. Except as noted below, the roster for a class will not be released, except to students enrolled in that class.

Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated below. To do so, a student must make the request in writing to the Office of the Registrar, Wilbur Cross Building, Unit 4077G, Storrs, CT 06269-4077. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse, or the University of Connecticut Cooperative Corporation); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may disclose education records in certain other circumstances:

- to comply with a judicial order or a lawfully issued subpoena;
- to appropriate parties in a health or safety emergency;
- to officials of another school, upon request, in which a student seeks or intends to enroll;
- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- to accrediting organizations to carry out their functions;
- to organizations conducting certain studies for or on behalf of the University;
- the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

**Students should note that if a request to restrict the release of Directory Information is present on a student record, the student's name will not be included in the Commencement Program and the University will be unable to provide enrollment and degree verifications except at the student's specific written request.**

I hereby request that the University of Connecticut restrict the release of my student information designated as public or "Directory Information" in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

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ID Number

Print Full Name

Date

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Signature