



FERPA DIRECTORY INFORMATION OPT-OUT/IN FORM

Request to Prevent Disclosure of Directory Information

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student's prior written consent. "Directory Information" is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students have the right to have some or all of this Directory Information withheld from the public if they so desire. To prevent disclosure of Directory Information, follows the steps described below and file this Request to Prevent Disclosure of Directory Information form with the Registrar's Office, 589 Dr. Mary McLeod Bethune Boulevard or email to registrar@cookman.edu.

Requests may be filed at any time and remain in effect permanently (including after departure from the University) until removed, in writing, by the student.

TO: Bethune-Cookman University

I request the withholding of the following personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, the information checked cannot be released to the public without my written consent or unless the University is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the University receives my Form until I request in writing, it be removed.

I understand that I may not opt-out of use of my student ID number because it is necessary identifying information for the University. I further understand that if directory information is released prior to the University receiving my opt-out request, the University may not be able to stop the disclosure of my directory information. I understand that I may request and review how my directory information is used by contacting the Office of the Registrar.

Name (Printed) _____ Student ID #: _____

Check Here to Opt Out of All Directory Information Identified Below

Or Check the Individual Boxes Below to Selectively Opt Out of Information Sharing:

- | | |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Student's name | <input type="checkbox"/> Major(s)/degree program(s) |
| <input type="checkbox"/> Permanent address | <input type="checkbox"/> Academic level (such as undergraduate or graduate) |
| <input type="checkbox"/> BCU e-mail address | <input type="checkbox"/> Class level or year (such as freshman or junior) |
| <input type="checkbox"/> Permanent telephone number | <input type="checkbox"/> Full-time/part-time status |
| <input type="checkbox"/> Date of birth | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Photograph or other visual image | <input type="checkbox"/> Degrees, certificates and awards received and date(s) |
| <input type="checkbox"/> Participation in officially recognized activities and sports | <input type="checkbox"/> Most recent previous educational agency or institution |
| <input type="checkbox"/> Athletic statistics, including weight and height of members of athletic teams | |

If under 18, a parent or guardian must sign to opt the student out.

Signature: _____ Date: _____

To Remove this Request after Submission:

I, Name (Printed) _____ Student ID #: _____

hereby request to cancel and remove this Request to Prevent Disclosure of Directory Information to restrict disclosure of my directory information. Upon cancellation and removal, Bethune-Cookman University is permitted to release my directory information publicly without my prior written authorization.

Dated this _____ day of _____, 20____ Signature: _____