

Office of Student Assistance

Request to Opt-out of Directory Information



Pursuant to the Federal Educational Rights and Privacy Act (FERPA), Pace University has designated the following student information as directory information: name; campus telephone number; campus address; University e-mail address; date of birth; college or school in which the student is enrolled; program and/or field of study; enrollment status (e.g., undergraduate or graduate student, full-time, part-time, not enrolled, graduated); school attended immediately prior to enrolling at the University; dates of attendance; degrees and honors; awards received; and the weight and height of members of athletic teams. Under FERPA, the University may release directory information to the public or to anyone who requests it. However, you have the right to prevent the disclosure of some or all of this information.

By marking the boxes below, you are requesting that the selected items not be released to the public or to other individuals who request it. Please consider carefully the consequences of any decision to withhold directory information. Some of the effects of your decision may be that friends or relatives trying to reach you will be unable to do so through the University (e.g., your information will be removed from the University's White Pages) and future requests for such information from non-University individuals or organizations will be denied.

Please mark all items you do **not** authorize the University to disclose as directory information:

- ☐ Name
- ☐ Campus telephone number
- ☐ Campus address
- ☐ University e-mail address
- ☐ Date of birth
- ☐ College or school in which you are enrolled
- ☐ Program and/or field of study
- ☐ Enrollment status (e.g., undergraduate or graduate student, full-time, part-time, not enrolled, graduated)
- ☐ School attended immediately prior to enrolling at the University
- ☐ Dates of attendance
- ☐ Degrees and honors
- ☐ Awards received
- ☐ Height and weight, if you are a member of an athletic team

A new *Request to Opt-out of Directory Information* form must be completed each academic year. You may revoke a request to opt-out of the release of directory information at any time by completing the *Request for Revocation of Opt-out of Directory Information* form.

Print Name of Student

Student ID No.

Signature of Student

Date

This form must be received by the Office of Student Assistance on any campus by September 30 of each year. Students who transfer to the University in the spring semester or return to the University in the spring semester after a leave of absence must submit this form to the Office of Student Assistance on any campus on or before February 15.