

FERPA Confidentiality/Directory Exclusion Request



1 Enter Student Information:

NAME

STUDENT ID (OR SOCIAL SECURITY) NUMBER CONTACT PHONE

Under the provisions of the federal Family Education Rights and Privacy Act of 1974 (FERPA), colleges may disclose information about a student designated as “directory information.” This information can, by law, be released to the general public and may be listed in the campus directory. The State University of New York at Oswego has designated the following as Directory Information:

- Student name
- Age
- Address (including e-mail)
- Telephone number
- Photographs
- Previous educational institution(s) attended
- Dates of attendance
- Degrees, honors, and awards received
- Major field of study
- Class Year
- Expected date of graduation
- Enrollment status (Full/Part-time)

No other student information is released to non-university personnel without written permission.

You have the right to withhold disclosure of directory information. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in the campus directory.

2 PLEASE CONSIDER carefully the consequences of a decision to withhold directory information. Should you decide not to release any of this information, any requests for such information will be refused. Some effects may be:

- Friends, relatives or other students trying to reach you will not be able to do so through SUNY Oswego;
- Information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here;
- Your name will not be included in announcements of Honors such as Dean’s or President’s List;
- Your name will not be included in the Commencement program.

3 LIMITATIONS: Confidentiality/Directory Exclusion does not limit access to your file by authorized individuals nor does it apply to employment information. It does not prevent disclosure of personally identifiable information from a student’s record to authorized representatives of federal, state and local agencies, or any of the other exceptions to signed consent found in §99.31 of the FERPA regulations. Information can be released to comply with a judicial order or lawfully executed subpoena.

SUNY Oswego cannot assume responsibility to contact you when information about you is requested. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

This authorization will remain in effect until revoked using the *FERPA Revocation of Confidentiality/Directory Exclusion form*.

4 Student Authorization:

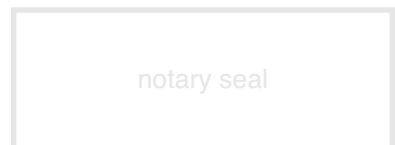
By signing below, I hereby request SUNY Oswego not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of my action.

STUDENT’S SIGNATURE DATE

Changes to the online directory will take effect within two business days of receipt. Additional information on FERPA and related policies is available in the *Student Handbook – Code of Student Rights, Responsibilities and Conduct*.

5 Completed forms must be presented in person, with appropriate identification, at 301 Culkin Hall –OR– notarized and mailed to: SUNY Oswego, Registrar’s Office, 301 Culkin Hall, Oswego, NY 13126.

Requests received by mail that have not been notarized will not be processed.



NOTARY PUBLIC’S SIGNATURE

DATE