

STUDENT DIRECTORY INFORMATION at SOUTHWESTERN UNIVERSITY

Southwestern University lists as STUDENT DIRECTORY INFORMATION, AND DISPLAYS IN THE PASSWORD-PROTECTED SU ONLINE DIRECTORY the following items:

Student name, classification, SU Box, voice mail, e-mail addresses, and cell phone number, while the NON-PROTECTED WEB DIRECTORY displays just name and e-mail address.

Also listed as DIRECTORY INFORMATION, but not displayed in the SU Directory, are:

Date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of athletic teams, dates of attendance, degrees and awards received, the most recently previous educational agency or institution attended by the student, "imagery", student class schedule, listings of candidates for degrees, local and home address and phone number, fulltime/part-time enrollment status, SU issued identification number, and other similar information.

SU policy precludes release of student addresses to those outside the SU community. That is, SU would release the local address and phone number to SU students, faculty, or staff, but would not give it to an individual outside SU; nor would SU provide a list of student address information to an organization or business outside SU.

The Family Educational Rights and Privacy Act (FERPA) gives students the right to restrict unauthorized release of directory information. University staff may still view the student's record as required for their jobs, but they may not even verify enrollment to anyone outside the university, except with express written permission from the student. Such restriction would cause the student name to be omitted from the printed directory, degree candidate lists, and all publicly available lists - unless expressly authorized in writing.

TO RESTRICT RELEASE OF DIRECTORY INFORMATION, COMPLETE THIS FORM.

(printed name: Last, First, Middle)

(Student ID or SSN)

In accordance with the policy above, I request that the release of my directory information be restricted. I understand that to be effective for a regular (fall or spring) semester, this must be done by the end of the second week of classes. I further understand that the restriction will remain in effect until I revoke the restriction.

Signature: _____

Date: _____

TO REVOKE PRIOR RESTRICTION OF RELEASE OF DIRECTORY INFORMATION:

I hereby revoke the restriction on the release of directory information and acknowledge that my directory information may be released in response to public inquiry.

Signature: _____

Date: _____

REGISTRAR'S OFFICE USE ONLY:

ID Verified by _____ Date: _____

UPDATED on SPRO Screen on date: _____