



**Registrar Office Use Only:**

Form rec'd: \_\_\_\_\_

Process'd: Date: \_\_\_\_\_ Init.: \_\_\_\_\_

Copy to SD Ofc: Date: \_\_\_\_\_ Init.: \_\_\_\_\_

## ***REQUEST TO WITHHOLD DIRECTORY INFORMATION***

- FERPA defines *Directory Information* as “[i]nformation contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed”.
- Westminster’s designated *Directory Information* consists of: student’s name, spouse’s name, address(es), telephone listing(s), Westminster-assigned student email address, photograph, program and year of study, enrollment status (e.g. full-time, part-time), dates of attendance, degree(s) awarded, most recent school attended, citizenship and home town (town that student considers himself/herself to be from originally).
- *Directory Information* that Westminster may choose to include in a student directory: Student’s name, program of study, address, phone number, spouse’s name, Westminster-assigned student email address, photograph and home town. (A student’s denomination/religious affiliation is not considered directory information and is included in the SDH only if the student has provided written consent.)
- Students may withhold free disclosure of *Directory Information* (on an “all or nothing” basis) to non-seminary personnel or organizations by submitting this form to the Registrar’s Office.
- Some of the effects of your decision to withhold *Directory Information*:
  - None of your information, including name and photograph, would appear in a student directory.
  - You must make all address changes with a signed authorization or in person with a photo ID
  - Information that you are a student here will be suppressed, so that a third party (e.g. loan company, prospective employer, church official, family member, etc.), will be informed that Westminster has no record of your attendance, unless you submit to the Registrar’s Office a written authorization to release information to the designated third party.
  - Hold on your information will not be removed within a given academic year until you submit a signed authorization requesting that it be removed.
- You may be required to show a photo ID when submitting this form.
- **Submission Deadline:** Requests to withhold *Directory Information* may be submitted to the Registrar’s Office at any time. However, requests must be filed by the first week of Fall semester classes for student’s *Directory Information* to be withheld from a student directory.
- Withholding of *Directory Information* is valid until revoked by the student in writing.

**I have read all of the information above and request that free disclosure of all of my *Directory Information* be withheld.**

Student's Name: \_\_\_\_\_ Student ID: 000 - 0 \_\_ - \_\_\_\_\_

Program: \_\_\_\_\_ Emphasis: \_\_\_\_\_

Email: \_\_\_\_\_ @student.wts.edu Phone No: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Below for Office Use Only -----

Processing: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_