REQUEST TO RESTRICT DIRECTORY INFORMATION

THE UNIVERSITY OF NORTH DAKOTA – OFFICE OF THE REGISTRAR

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Please Print: Last Name First Name Middle Name

Social Security #: _____ Date of Birth _____

Registered in the College/School of: _____

Excerpted below are portions of Section 8, Student Records, from the *Code of Student Life*:

8-1 INTRODUCTION

Student records maintained by the University fall into two general categories – directory information and educational records.

8-2 DIRECTORY INFORMATION

Directory information is information concerning a student which may be released publicly. It includes the following: name (all names on record); address (all addresses on record); e-mail address (all electronic addresses on record); phone number (all phone numbers on record); height, weight and photos of athletic team members; date of birth; major field of study (all declared majors); minor field of study (all declared minors); class level; dates of attendance; enrollment status; names of previous institutions attended; participation in officially recognized activities and sports; honors/awards received and degrees earned (all degrees earned); date degree earned (dates of all degrees earned); and photographic, video, or electronic images of students taken and maintained by the institution.

Students have the right to request that directory information not be made public by notifying the Office of the Registrar. **In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term.** Students may reverse existing directory restrictions by logging into the CampusConnection account during the first ten days of the term or by submitting a written request to the Office of the Registrar.

As you consider restricting your directory information from the public, please remember that when you restrict the release of your directory information, NO ONE (regardless of relationship, e.g., spouse, parent, other family member or relative) will be able to access this information (regardless of the need, e.g., family emergency, etc.). The specified directory information will be treated the same as educational records information. In response to public inquiries, the University will respond that "we have no information on this student." **This request will remain in effect permanently until revoked in writing by you. You must be a currently enrolled student to add or remove your restriction.**

Within the guidelines and policy described above, I request a restriction of the release of my directory information.

SIGNATURE _____ DATE _____

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