The University of Texas at Tyler
Office of the Registrar
3900 University Blvd.
Tyler, Texas 75799
903.566.7180

Directory Information Non-Disclosure Form

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the following directory information may be made public unless the student desires to withhold this information:

At its discretion, the University may release **Directory Information**, which shall include:

1. Name, address, telephone number
2. Major field of study at UT Tyler
3. Dates of attendance
4. Most recent previous educational institution attended
5. Classification (freshman, senior, etc.)
6. Degrees, certificates and awards received
7. Date of graduation
8. E-mail address
9. Photographs
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

Should you decide to inform the institution not to release this information, the institution will honor your request to withhold the information listed above but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld. If a student restricts his/her directory information, the restriction continues until the student submits a written request for the restriction to be removed.

Commencement & Alumni Wall Note: Students who have completed this form will be excluded from publication in the commencement program and in all other public listings related to commencement and graduation unless a written request to be included is submitted to the One-Stop (STE 230); this may be submitted via Patriot email to the Enroll@uttyler.edu account. The deadline for this notice is the Final Filing Deadline of the semester of graduation for commencement.

Please select one of the following options:

☐ **Restrict my Directory Information**
Students may have all Directory Information withheld by notifying the Office of the Registrar in writing by the Census Date of a semester. Requests for non-disclosure will be honored by the institution until the student notifies the Office of the Registrar in writing that Directory Information may be released.

☐ **Un-restrict my Directory Information**
Directory information may be released for any purpose at the discretion of the institution.

_____ _____
Student Name (Please print) *Student Identification Number*

_____ _____
Student Signature *Date*

The University of Texas at Tyler and the Office of the Registrar will exercise discretion in the release of all directory information.

Return this form to the One-Stop (STE 230)

OFFICE USE: Photo ID Verified: _____ Date: _____

This form may only be submitted in person at the One-Stop with a valid photo ID. Requests for alternate submission methods must be submitted to and approved by the Office of the Registrar.