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, on the Alumni Wall, and in all other public listings related to commencement and graduation unless a written request to be included is submitted to the Office of the Registrar; 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, and 30 calendar days from the final day of the semester of graduation for the Alumni Wall.

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 Enrollment Services Center (ADM 230)

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<tr>
<th>OFFICE USE:</th>
<th>Photo ID Verified:</th>
<th>Date:</th>
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This form may only be submitted in person at the Enrollment Services Center with a valid photo ID. Requests for alternate submission methods must be submitted to and approved by the Office of the Registrar.

*Updated 08/2013*