University of Pittsburgh at Titusville

Non-Disclosure of Directory Information

The University may establish categories of information known as "Directory Information" and release this information without student consent, upon request. By completing the form below, a student may request that the following categories be excluded from Directory Information. That information would then not be released without the student's consent if requested by a third party.

The University designates the personally identifiable information contained in a Student's Educational Record listed below as "Directory Information":

1. The Student's name
2. The Student's address, phone number and electronic mail address
3. The Student's major field of study
4. The Student's achievements, degrees, academic awards, or honors
5. The Student's weight and height, if a member of an athletic team
6. The Student's previous educational institutions
7. Participation in officially recognized activities and sports
8. Dates of attendance
9. The Student's photograph

When the Office of the University Registrar receives a student's refusal to permit the release of "Directory Information," **no** further disclosures of directory information are made without that student's written consent (except to parties who have legal access to student records without written consent). A student may rescind this action by submitting the request in writing to the Office of the University Registrar. Note that the following procedures apply:

1. Students may review their educational records by submitting a written request to the Records Custodian in the appropriate University Unit. A listing of those University offices which routinely possess educational records of students are set forth in University Procedure 09-08-01.
2. Students may request amendment of educational records by submitting a written request to the Records Custodian and following the steps set forth in University Procedure 09-08-01.
3. As set forth in University Policy 09-08-01. Access to a student's educational records may be required and permitted by University faculty and staff for legitimate educational purposes where access by such individuals is necessary to complete their University-related duties.

If you choose not to have Directory Information released, complete and return this form to 112 Bennett Davis Hall (Office of the Registrar).

Last Name: **First Name:**

Student ID #: **Last 4 of the SSN:**

Address:

City: **State:**

I hereby request no personal information included in Directory Information be released.

SIGNATURE: _____ **DATE:** _____