

REQUEST TO RESTRICT DIRECTORY INFORMATION
THE UNIVERSITY OF NORTH DAKOTA – OFFICE OF THE REGISTRAR

Please Print: Last Name _____ First Name _____ Middle Name _____

Student ID #, If known: _____ Date of Birth _____

Excerpted below are portions of Section VI Student Records:

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

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. Students may reverse existing directory restrictions 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.**

Please attach a copy of a government issued ID to this request. Once the restricted directory has been added to the student academic record, the copy of the ID will be destroyed.

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

Note: This restriction does not include a right to be anonymous in the classroom, or impede routine classroom communications and interactions.

SIGNATURE _____ DATE _____
