

Request to Prevent Disclosure of Directory Information



OFFICE OF THE REGISTRAR
 POST OFFICE BOX 8104 ✦ 300 COLLEGE STREET, NORTHEAST
 ORANGEBURG, SC 29117-0001 ✦ (803) 536-7185 ✦ FAX: (803) 536-8602

FERPA...

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of any or all of the categories of Directory Information listed below.

Please mark the appropriate box.

- Category I** Name, address, telephone number, dates of attendance, class.
- Category II** Previous institution(s) attended, major, awards, honors (includes Dean's list), degree(s) conferred (including dates).
- Category III** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athlete), date and place of birth.
- Category IV** Current class schedule, full-time/part-time, name of prospective graduate, expected date of graduation.

Directory information includes...

Your name, parent or guardian, local and permanent address, telephone numbers, date and place of birth, E-Mail address, academic major and minor, dates of attendance, classification, veterans status, full/part-time status, degrees and awards received, honor roll and dean's list, perspective graduates, expected graduation date, number of hours currently enrolled, weight and height for athletes, previous educational agencies and institutions attended, and participation in officially recognized activities.

What it means to restrict information in the University Student Information System...

When you restrict the release of directory information, the fact that you are currently a student, or have ever been enrolled at South Carolina State University

will not be released. Information will **not** be provided to anyone, including persons who claim to be you, parents, relatives, friends, other students, or prospective employers, who may wish to contact you or verify your status at the University, without written authorization from you. You are required to present photo identification when you wish to inquire about your academic or registration history.

Restricted directory information will be made available where an emergency is involved, at the direction of a court order, to South Carolina State University staff and faculty with a legitimate educational need to know, or in other limited situations.

Duration of restriction...

The restriction of information is permanent until you request, in writing, that it be removed. The restriction will remain in place even after you have stopped attending or have graduated from the University.

When and where to submit this form...

Complete this form, including the signature and date and return it to the Office of the Registrar, 2nd Floor Wilkinson Hall. Your request to place or remove the restriction of information will be effective no later than 2 working days after it is received.

This form must be submitted during the third week of the fall or spring term to prevent publication of information in the Student Directory. Submission of this form will not affect directory information already published or released.

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Student Name (please print) _____

Campus Wide ID

Restricted the release of directory information.

Remove the directory restriction.

Signature _____

Date _____

Signature _____

Date _____