



Request to Prevent Disclosure of Directory Information

To: All students

It is the policy of Empire State University to release certain items of information about enrolled students to any interested party. These items of information, known collectively as "directory information," are listed below. No other items of student information will be released to any person or organizations outside of SUNY Empire without the written consent of the student, except for certain categories of outside persons or organizations specifically exempted by federal law.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of directory information. To withhold the release of information, this form must be submitted to the Office of the Registrar. This restriction will remain active until the student submits written notification to the Office of the Registrar revoking the restriction.

Please consider very carefully the consequences of your decision to withhold any category of directory information. Should you decide to withhold the release of this information, any future requests for such information from non-institutional persons or organizations will be refused. For example, the university would be unable to verify degree or enrollment for possible employment, insurance purposes, mortgage information, apartment leases, etc. Again, this hold will remain active until the university is informed otherwise, and as such, it will remain active after your graduation; therefore, we will not be able to verify your degree to potential employers.

SUNY Empire will honor your request to withhold this information but cannot assume responsibility to contact you for subsequent permission for its release. Regardless of the effect upon you, the university assumes no liability for honoring your instructions that such information be withheld. These instructions may be revoked only by notifying the Office of the Registrar in writing.

Please check the appropriate line(s) and affix your signature below to indicate that the university cannot disclose the following directory information. Active students must submit this form to the Office of the Registrar.

Category I: Name, address, phone number, dates of attendance _____

Category II: Previous institutions attended, major area of concentration, awards and honors earned, degrees conferred (including dates) _____

Category III: Participation in officially recognized college activities, date and place of birth _____

Name (print) _____ Student ID No. _____

Student signature _____ Date _____