



Hiram College  
Office of the Registrar

**REQUEST TO PREVENT THE DISCLOSURE OF DIRECTORY INFORMATION**

**DIRECTORY INFORMATION:** The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records data. University policy 3342-5-08.101 defines the operational procedures and regulations that govern student record data at Kent State University, including the definition of "directory information", which is information that "may be disclosed on an unlimited basis by university personnel in response to oral or written requests." Other student record information is **not** released to parties outside the university without the written consent of the student.

***DIRECTORY INFORMATION***

***Note: Restricting your directory information, will prevent your information from appearing in College publications, such as the student directory, the Commencement Program, Dean's List notification, etc.***

**By completing and signing this request, the disclosure of information to non-College parties will occur only with my written permission and WILL RESTRICT ALL OF THE ITEMS IN THE FOLLOWING LIST:**

**Demographic Information:**

*Name  
Local and Permanent Addresses  
Email Address  
Telephone Listing  
Date of Birth*

**Academic Information:**

*Dates of Attendance  
Major Field of Study  
Degrees  
Honors and Awards Received  
Class Level  
Enrollment Standing  
Thesis/Capstone Titles  
Most recent previous educational institution*

**Other Information:**

*Participation in Activities and Sports  
Weight and Height of Members of  
Athletic Teams  
Photographs*

\_\_\_\_\_  
**(Print Student Name)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Student ID)**

\_\_\_\_\_  
**(Date)**

**Note: This restriction will be effective within one business day of its submission and will remain in effect until written notification to remove the restriction(s) is received from the student.**

Office Use Only:

Received On: \_\_\_\_\_ Processed On: \_\_\_\_\_ Processed By: \_\_\_\_\_