

Confidentiality of Student Records

The University of Indianapolis complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All student academic information is considered confidential; only directory information is available to the public. The University of Indianapolis defines the following items as directory information:

1. Name
2. Address (campus, local, permanent)
3. Telephone (campus, local, permanent)
4. University electronic mail address
5. Date and place of birth
6. Major field(s) of study
7. Gender
8. Admission status
9. Student classification (e.g., freshman, sophomore)
10. Enrollment status
11. University merit scholarship awards
12. Participation in officially recognized activities and sports
13. Weight and height of members of athletic teams
14. Dates of attendance
15. Degrees and awards received
16. Previous educational institutions attended

The University shall provide directory information only to legitimate agencies (such as student loan agencies and government agencies), to individuals, organizations, or corporations with whom the University has a relationship with respect to the conduct of its educational program, or in accordance with applicable law.

No information about a student, even directory information, shall be given without authorization by the student except to persons presenting current and proper credentials from organizations as described above. A student can request that no information, including directory information, be made available to persons outside the University. Such a request should be submitted in writing to the Registrar.

Additional information about the Family Educational Rights and Privacy Act is available in the Office of the Registrar and at www.ed.gov/offices/om/fpco/ferpa/.

Complete this form by signing, dating, and returning it to the Office of the Registrar to implement nondisclosure.

**Request for Nondisclosure
of
Directory Information**

Name _____ Student ID: _____

This is to request that the University of Indianapolis NOT DISCLOSE any directory information concerning me without my written permission.

This request includes, but is not limited to:

- Removal of any reference to me from the University Directory
- No news release to my hometown newspaper

This request for nondisclosure is to be in effect until rescinded in writing. If nondisclosure is requested, the response to all inquiries to the University concerning you will be:

“We are not authorized to release any information on that individual.”

Note: The Request for Nondisclosure must be released to the military, if requested.

Signature

Date