



MOUNT ST. JOSEPH  
UNIVERSITY

## Request for Non-Disclosure of Directory Information

Registrar's Office, Conlan Center | [Registrar@msj.edu](mailto:Registrar@msj.edu) | 513.244.4621

At its discretion, Mount St. Joseph University may provide directory information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. At Mount St. Joseph University, directory information is defined as:

- Name
- Address(es), (local, home and e-mail),
- Phone (home and mobile)
- Date and place of birth
- Photograph
- Student classification (year in school)
- Program of study, major(s) and minor(s), academic advisor
- Inclusive dates of enrollment and enrollment status (e.g. undergraduate or graduate; full-time or part-time)
- Degrees and awards received (to include honors)
- Most recent previous educational agency or institution attended
- Participation on officially recognized activities and sports
- Weight and height of members of athletic teams

Under the provisions of FERPA, students have the right to withhold the disclosure of directory information. Students may withhold directory information in the Registrar's Office by written request. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory information hold prior to filing such a request. Mount St. Joseph University will honor your request to withhold directory information. Your request for non-disclosure will remain in effect until rescinded by you in writing. All requests for such information from non-institutional persons or organizations will be refused. Mount St. Joseph University assumes no liability as a result of honoring your instructions that directory information be withheld.

I hereby authorize Mount St. Joseph University to withhold all directory information from public release.

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Student Name (please print) ID#

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Signature Date

For Office Use:

Date: \_\_\_\_\_ Initial: \_\_\_\_\_ :FERPA/FERPA nondisclosure request