

FERPA Full Privacy/Nondisclosure of Directory Information Request

This form must be completed in person with a photo ID in the Office of the Registrar.

Under the provisions of the Family Education Rights and Privacy Act of 1974 (the "Buckley Amendment"), you have the right to have directory information withheld from the public. If you do not submit this form, only the following items designated as directory information may be disclosed to all inquirers.

- Student name (*When communicating with persons or organizations not affiliated with the university, the student's primary/legal name is generally used. Students may also identify a diploma name for graduation and commencement materials.*)
- Hometown (city, state)
- Campus email address for non-solicitation purposes
- Dates of attendance
- Previous educational institutions attended
- School/college or division of enrollment
- Majors, minors and field of study
- Classification level (e.g., freshman, graduate student)
- University-recognized honors and awards
- Degree status (e.g., expected graduation date, degree conferral date or term)
- Enrollment status
- Employment related to student status (e.g., teaching assistant, resident assistant, work-study) and dates for positions held
- Participation in officially recognized activities or sports, including height and weight of athletes
- Photos and videos taken or maintained by the university

Considerations

1. Carefully consider the consequences of withholding your directory information. Under full privacy, any requests from persons or organizations not affiliated with the university *will be refused*. Our response when an inquiry is received will be, "Due to data privacy policies, we are unable to respond to your request.."
2. The university *will not* contact you when a request is made for your information. If you *do* wish to have information released to a specific person or organization while nondisclosure is in effect, you must establish FERPA consent to release for them (see www.colorado.edu/registrar/FERPA-consent). No information will be released to anyone, *including you*, without proof of identity.
3. The university will not print your name in graduation, honors and/or awards lists, including newspaper listings, unless you file a written request to cancel full privacy at least one month prior to graduation. Nondisclosure will remain on your record until you file a written request to remove it.
4. You must be a registered student during the term for which you are requesting nondisclosure of information.
5. In order to apply to printed student directories, any new requests or cancellations must be submitted by the end of the second week of classes for the given term. After that date, the university cannot guarantee that your directory information will not appear in printed publications.
6. Your information in the CU Student Integrated Systems (CU-SIS) will not be given out to any third party as of the effective date below. You may still authorize select individuals to access your records by establishing FERPA consent to release or CU guest access (see www.colorado.edu/registrar/privacy).
7. The Colorado Open Records Act states that University of Colorado faculty and staff employee records are a matter of public record. Therefore, if you are a student and are also working for the university in a position other than as a work-study, student assistant, RA, TA, etc., your faculty- or staff-related information is public record.
8. Upon admission to CU Boulder, students are assigned an IdentiKey username that includes the first two letters of their first and last names. To request a username change due to privacy concerns, contact the IT Service Center at oithelp@colorado.edu.

Note: If you've authorized someone to view and pay your bill online, their access to the bill will not be affected by this request. If you delete an authorized payer through Buff Portal, they will receive an automated notification email (see www.colorado.edu/bursar/billing).

This request will be honored until you file a written request for the university to cancel it.

Student name (print): _____ Student ID number: _____

Student signature: _____ Effective date: _____

PLEASE CANCEL THE ABOVE REQUEST FOR FULL PRIVACY

Student signature: _____ Effective date: _____