



**CHEYNEY UNIVERSITY
FERPA STUDENT
DIRECTORY OPT-OUT
REQUEST &
AUTHORIZATION TO
CANCEL**

The disclosure of student education records is governed by the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. FERPA permits an educational institution to disclose directory information if it has given public notice to eligible students in attendance and parents of students under 18 years of age of the types of student information designated as “directory information” and the period of time within which an eligible student or parent has to notify the institution of his or her refusal to allow certain information designated as directory information. See 34 C.F.R. § 99.37(a). Directory information is “information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.”

Cheyney University of Pennsylvania maintains two levels of Student Directory Information: (1) Directory information that is publicly available upon request and (2) Non-Public, directory Information.

Publicly Available Information: Pursuant to regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g(a)(5)(A), as defined in 34 C.F.R. ss 99.3, Cheyney University of Pennsylvania defines the following items as *Publicly Available Student Directory Information*:

Name	Address
Dates of Enrollment (start and end date)	Telephone Listing
Academic Level (Undergraduate or Graduate)	Date and Place of Birth
Major Field of Study	Previous Educational Agency or Institution Attended
Home Town	Participation in Official Activities
Degree and Awards Received	Email Address (University Supplied)
Weight and Height of Athletic Team Members,	
Other information as defined by university policy that is not contradictory to the statute	

Cheyney University of Pennsylvania may disclose any of these information items without prior written consent, unless notification to the contrary is given in writing by the student (via this executed form) to the Registrar’s Office (Wade Wilson Administration Building 1st floor) by the 10th day of classes of the first semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

Non-Public Information: Cheyney University of Pennsylvania defines the following item as *Non-Public Student Directory Information*:

- Cheyney University student E-Mail Addresses (Personal)

Cheyney University makes non-public directory items available to, institutional personnel or parents, in the case of children under age 18, unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. As long as a restriction is in place, directory information will not be made publicly available without your specific prior written authorization. Please consider the consequences of withholding directory information. For example, the University is unable to verify attendance and degree(s) for students who have withheld their directory information.

I wish to restrict disclosure of directory information
(Check either or both):

Withhold *Publicly Available Directory Information*

Withhold *Non-Public Directory Information*

(Please consider the consequences of withholding directory Information)

Please Select One (1):

_____ I understand that this restriction stipulation shall remain in effect until removed in writing by me, even if I have withdrawn or graduated. As long as an opt-out is in place, directory information will not be made available without my specific prior written authorization.

_____ I hereby cancel the Request & Authorization to restrict disclosure of my directory information, currently on file.

Dated this _____ day of _____, 201_

Student ID
Last 4 Digits
Of SS#:

--	--	--	--	--	--	--	--	--	--

--	--

Print Name: _____

Date of Birth:

M	M	D	D	Y	Y	Y	Y

X _____
Signature

Please return completed form to the Registrar's Office (Wade Wilson Room 106)
Cheyney University of Pennsylvania – Office of the Registrar - 1837 University Circle – Cheyney, PA 19319