



REQUEST FOR NON-DISCLOSURE OF STUDENT INFORMATION

It is the policy of Howard University to release certain limited items of information about enrolled students to any interested party. These items of information, known collectively as “directory information,” are the following:

Name	Date and Place of Birth	Degrees and Awards Earned
Address	Major Field of Study	Honors
Telephone number	Dates of Attendance	Enrollment Status
Email Address	School or College	Participation in Official Recognized Sports and Activities, limited to hometown, sport, height and/or weight**
Photograph	Credit Hours Earned	

No other items of student information will be released to any person or organizations outside of Howard University without the written consent of the student, except for certain categories of outside persons or organizations specifically exempt by federal law. These exceptions are listed in the document “Student Privacy Rights Policy” printed in Student Handbooks and found here: <https://secretary.howard.edu/resources/student-privacy-rights-policy>

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to instruct the University to withhold even the “directory information” listed above. A completed form must be submitted to the Office of the Registrar to instruct the University to withhold “directory information.”

Please consider very carefully the consequences of any decision by you to withhold “Directory Information”. Should you decide to inform the University not to release this “Directory Information,” any future requests for such information from non-University persons or organizations (including Student Government) will be refused.

****Student athletes should consult with the Athletics Director discuss what disclosure limits may be placed on directory information. Due to a student-athlete’s role as a representative of the University, certain portions of a student-athlete’s information must remain directory information, such as a student-athlete’s name and participation on a team.**

The University will honor your request to withhold any “Directory Information” but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Please sign below to indicate your instructions that the University not disclose “directory information” during the current academic year:

Do not release my “directory information.”

Name: _____ ID#: _____ School: _____

Signature: _____ Date: _____

For Office Use Only:
Received by: _____ Date: _____

