



University of North Carolina at Charlotte **Disclosure of Directory Information**

In accordance with the Family Educational Rights and Privacy Act (FERPA), UNC Charlotte has designated the following information about students as public (directory) information:

"Directory Information" means information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. At UNC Charlotte, directory information consists of the student's name, major field of study, dates of attendance, enrollment status, and degrees and awards (including scholarships) received. Photographs, videos, or other media containing a student's image or likeness (collectively, "student images") and University-issued student electronic mail addresses ("email addresses") are designated by UNC Charlotte as "limited use directory information." Use and disclosure of limited use directory information will be restricted to: (1) publication in official University publications or on social media sites or websites hosted or maintained by, on behalf of, or for the benefit of the University, including the University's online directory and internal email system; (2) University officials who have access, consistent with FERPA, to such information and only in conjunction with a legitimate educational interest; and (3) external parties contractually affiliated with the University, provided such affiliation requires the sharing of limited use directory information.

Under the provisions of the Act, you have the right to withhold the disclosure of "directory information" by notifying the Office of the Registrar in writing.

The University receives many inquiries for directory information from a variety of sources including prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and insurance companies, and it is used for the commencement program. Directory information is also printed on our website as part of our student directory. With this variety of uses in mind, please consider carefully whether you want the University to withhold your "directory information."

We will honor your request to withhold information indefinitely (including beyond graduation) unless and until you submit a release allowing the University to disclose your directory information. The University will attempt to notify all students who withhold disclosure of "directory information" about the release process in time to be listed in the commencement program if the student desires to submit a release for that purpose. UNC Charlotte assumes no liability for results of information not being released to the above stated entities if you choose to withhold the disclosure of "directory information."

Please mark the appropriate box and sign below to indicate your request for UNC Charlotte to withhold your directory information. This restricts all requests for verification, including those received in writing, verbally or over the Internet. **Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.**

Withhold - Please withhold Directory Information

Release - Please release the Directory Information hold on my records

Name: _____ **UNC Charlotte ID:** _____
(Please print)

Signature: _____ **Date:** _____

Email: _____ **We do not accept faxed or emailed forms.**

Notarized forms may be mailed to:

**Office of the Registrar, King 141
9201 University City Boulevard
Charlotte, NC, 28223**

05/2019

Photo ID verified by: _____
Internal process only