



Request to Restrict Directory Information

Office of the Registrar | Mail Code L-109 | 3181 S.W. Sam Jackson Park Rd. | Portland, OR 97239-3098
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The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as “Directory Information.” FERPA gives OHSU the right to disclose such information without asking students for permission, unless a student specifically requests in writing that Directory Information not be disclosed without their written consent.

Directory Information at OHSU is defined in [OHSU Policy 02-20-005: Education Records](#) as:

- (1) Directory Information for external disclosure and purposes (outside of OHSU's network and community) is limited to:
 - i. Full name;
 - ii. Major(s) or field(s) of study;
 - iii. Dates of attendance;
 - iv. Enrollment status (e.g. undergraduate or graduate, full time or part-time);
 - v. Degree(s), certificate(s), honor(s) or award(s) and date(s) received for each.
- (2) Directory Information for internal disclosure and purposes (within OHSU's network and community) is limited to:
 - i. External directory information outlined in (1);
 - ii. OHSU address(es);
 - iii. OHSU telephone number(s);
 - iv. OHSU email address.
- (3) Directory Information for the purposes of providing information to Graduate Researchers United (GRU), so long as the items are provided exclusively to the GRU and no other entity/organization is limited to:
 - i. A student's status as a Member of the Bargaining Unit represented by the GRU;
 - ii. Internal directory information outlined in (2).

If you wish to withhold the disclosure of Directory Information, fill out the information below and return this form to the OHSU Office of the Registrar. Please consider very carefully the consequences of your decision to withhold Directory Information. This restriction means that (except as otherwise allowed by law) no Directory Information (including degrees awarded) will be disclosed about you while the restriction is in effect. When a third party contacts OHSU for information the response will be: “We have no information about that individual”. The restriction will remain in effect until you notify the Office of the Registrar in writing to remove the restriction.

Note that, even with a restriction in place, your information will be made available to school officials who need it to notify you of academic events or to conduct official University business. Also, any request to restrict Directory Information will not apply to any specific information release authorization you provide to a school official.

REQUEST TO CHANGE RESTRICTION OF DIRECTORY INFORMATION

Choose one:

- I have carefully read the above statement and request that my Directory Information not be disclosed to third parties without my written permission or as permitted by the law.
- I wish to revoke my previous request for non-disclosure of Directory Information.

Name (print): _____ Student ID _____

Signature: _____ Date: _____