

**NONDISCLOSURE OF DIRECTORY INFORMATION FORM**

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records. To review your records, you may go to the Mesa Student Services Office or Registrar's Office in Kirksville and complete a Request to Review Education Records form. The Registrar's Office will have your records available for review within 45 days from the date of receiving the written request.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by University to comply with the requirements of FERPA.
5. The right to obtain a copy of the University's student records policy. A copy of the policy can be obtained from the Office of the Registrar or Mesa Student Services Office.

**For questions or additional information, please contact the Office of the Registrar.**

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution. However, our policy is to not release information outside the institution without written authorization from the students unless we deem it to be in the student's best interest. The institution assumes no liability if honoring your instruction that such information be withheld should result in a negative effect for you. Directory items include:

*Name, address, telephone number, e-mail address, dates of attendance, class, full-time/part-time status, name of spouse, previous institution(s) attended, major field of study, participation in officially recognized activities, awards, honors, degree(s) conferred (including dates), class roster, class schedule and photographs.*

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of any or all of the items of "Directory Information" listed above.

Please consider very carefully the consequences of any decision by you to withhold any item of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused, including parties completing enrollment or licensure verifications.

**Please specify items you do not wish to be disclosed:**

- Name     
  Telephone number     
  E-Mail     
  Mailing Address     
  Photograph  
 Other directory items (see above for list): \_\_\_\_\_

**Sign and return this form ONLY if you have requested items for nondisclosure.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Academic Program: \_\_\_\_\_

*This request for non-disclosure will remain in effect until the Office of the Registrar is notified in writing to remove the restriction.*

**A.T. Still University**  
**Office of the Registrar**  
**800 W. Jefferson Street ~Kirksville, MO 63501-1497**  
**Phone: 660-626-2356 ~ Fax: 660-626-2926**