



## Request for Non-disclosure of Directory Information

Office of the Registrar  
Freeman Hall, 1<sup>st</sup> Floor  
[www.belmont.edu/registrar](http://www.belmont.edu/registrar)  
Phone: 615-460-6619  
Fax: 615-460-5415

Belmont University has designated certain information contained in the educational records of its students as “directory information” in compliance with the Family Educational Rights and Privacy Act (FERPA). Directory information may be disclosed without consent of a student, but at the discretion of the institution. The following information regarding students is considered directory information:

- \_\_\_\_\_ Name
- \_\_\_\_\_ Address
- \_\_\_\_\_ Phone number
- \_\_\_\_\_ Campus e-mail address
- \_\_\_\_\_ Date and place of birth
- \_\_\_\_\_ Major field of study
- \_\_\_\_\_ Dates of attendance
- \_\_\_\_\_ Degree and awards received
- \_\_\_\_\_ Previous educational agencies or institutions attended
- \_\_\_\_\_ Participation in officially recognized activities and sports
- \_\_\_\_\_ Weight and height of members of athletic teams
- \_\_\_\_\_ Other similar information

Students have the right to prohibit the release of directory information to third parties. To do so, students may check the space beside the directory information they do not want disclosed, sign the form below, and return to Office of the Registrar. Once the form is filed, a confidentiality notice is placed on the student’s account and the directory information will not be disclosed to a third party except with the written consent of the student or as otherwise permitted by FERPA.

If a confidentiality request is not filed, this institution assumes that a student does not object to the release of the directory information designated.

Student Name (print) \_\_\_\_\_ Belmont ID #: \_\_\_\_\_

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

**Please return completed form to the Office of the Registrar.**