

Florida Southern College
Request to Withhold Disclosure of Directory Information
2023-2024 Academic Year

Florida Southern College Public Notice of Directory Information

Florida Southern College hereby designates the following student information as public or “Directory Information.” This information may be disclosed by the College without the student’s prior consent under the provisions set forth in FERPA (the Family Educational Rights and Privacy Act of 1974).

Academic information: Name, enrolled hours, enrollment status, total hours, college major, dates of attendance, degrees and awards received (including Dean’s List but excluding GPA), most recent previous school attended, participation in officially recognized activities and sports, height and weight of athletes, other similar information. Student ID number, user ID, or other unique personal identifier on a student ID card or used to communicate in electronic systems is considered Directory Information, but strictly if the identifier can only be used in conjunction with at least one factor that authenticates the user’s identity, such as PIN, password, or other factor known or possessed only by the authorized user.

Publication in future student directories: name, local and home address, telephone number, email address.

Demographic information: date and place of birth and publication information such as photographs, videos, and other images of the student, to (including, but not limited to) college academic, marketing, and news publications and web sites.

Directory Information cannot include the following and can only be released if a student waives their rights to privacy:

- Social Security or other Student Identification numbers
- Grades or Grade Point Average (GPA)
- Ethnicity, race, nationality, gender, or religion

Under the provisions of FERPA, you have the right to withhold the disclosure of Directory Information unless the disclosure of the information would otherwise be permitted under FERPA. To withhold disclosure of this information, students must present themselves with photo ID to the Office of the Registrar in the Buckner Building and complete this **Request to Withhold Disclosure of Directory Information form**. You may complete this form at any time and it will take effect upon being processed by the College. However, the Withholding of Directory Information Disclosure will only be effective prospectively: It cannot be applied to actions the College took prior to the Withholding of Disclosure request.

Withholding disclosure of Directory Information will prevent Florida Southern College from providing your Directory Information, including confirming attendance and degree(s) earned, to prospective employers and internship sponsors, insurance agencies, and others with whom you may wish to share such notification, so please make your decision carefully. The College assumes no liability for honoring your instructions that Directory Information disclosure be withheld or restored.

Please check the appropriate box

Withhold Disclosure of all Directory Information

The Request to Withhold Disclosure of Directory Information will remain in effect unless it is revoked or amended in writing, with supporting information that verifies the identification of the student. Please see below option.

Restore Disclosure of all Directory Information

_____ **Print Full Student Name**

_____ **Student Signature**

_____ **Student ID Number**

_____ **Date**

Institutional Use Only: Processing Office: _____	
Type of Identification Provided: _____	Processed by: _____
Date Processed: _____	