



## Request to Withhold Directory Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), Spring Hill College designates certain information items as "Directory Information" which may be released without obtaining prior consent of the student. Directory information is defined in the Act as information contained in an education record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information at Spring Hill includes the following:

- ⇒ Student's name
- ⇒ Address
- ⇒ Telephone number
- ⇒ E-mail
- ⇒ Photograph
- ⇒ Date and place of birth
- ⇒ Major
- ⇒ Dates of enrollment
- ⇒ Degrees conferred and dates of conferral
- ⇒ Any graduation distinction
- ⇒ Institutions attended prior to admission
- ⇒ Participation in officially recognized activities and sports
- ⇒ Weight and height of members of athletic teams

If you do not want the College to release Directory Information without your prior consent, you may choose to "opt-out" of this exception by completing and submitting this form within two weeks after the first day of class for the fall semester. A student's request to withhold directory information will be honored by the College for only one academic year and must be filed annually in the Registrar's Office. If this form is not received in the Registrar's Office shortly after the start of the fall semester, it will be assumed that the above information may be disclosed for the remainder of the current academic year.

The only exception to this policy is the assumption that you will want your name to appear in the Commencement program at the appropriate time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**By way of my signature, I am requesting that Spring Hill College withhold my directory information.**

Please contact the Registrar's Office with questions regarding this form.

When completed, please return to:

Registrar's Office, 4000 Dauphin Street, Mobile, Alabama 36608

Phone: 251-380-2240 | Fax: 251-460-2192 | Email: registrar@shc.edu

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**For the Registrar's Office Use Only**

CX updated by \_\_\_\_\_ Date \_\_\_\_\_