

RESTRICTING DISCLOSURE OF DIRECTORY INFORMATION

OFFICE OF THE
UNIVERSITY REGISTRAR

The Federal Educational Rights and Privacy Act of 1974 (FERPA) allows institutions to determine what is considered 'Directory Information'. Directory Information about a student is generally not considered harmful or an invasion of privacy if disclosed, and it can be released without additional consent from the student.

UTK classifies the following information as Directory information:

- Name
- Semester (local) and permanent address
- NetID & Email address (university-supplied)
- Telephone number
- Most recent previous educational institution attended
- Graduate or undergraduate level
- Classification (freshman, sophomore, junior or senior)
- Weight and height of students participating in intercollegiate athletics
- Full-time or part-time status
- College of enrollment
- Major
- Dates of attendance
- Degrees, Honors and Awards
- Participation in school activities and sports and photographs of such

A student may request to restrict the disclosure of Directory Information without the student's consent if requested by a third party. When the Office of the University Registrar receives a student's request to restrict the disclosure of Directory Information, no further disclosures of Directory Information are made without that student's written consent (except to parties who have legal access to student records without written consent). Before requesting to restrict the disclosure of your Directory Information, please keep in mind the following:

- **Your information will not appear in UT's Online Directory (directory.utk.edu).**
- **Your name will not appear in the commencement program in your term of graduation.**
- **UTK will not verify your enrollment or any degrees awarded to employers, other institutions or any 3rd party seeking the information.**

_____ UT Student ID # _____

(STUDENT NAME)

(NOT SSN)

I understand that this request will remain in effect until I ask in writing that it be revoked.

STUDENT SIGNATURE

DATE

PHONE NUMBER

RETURN COMPLETED FORM TO:

Office of the University Registrar - Attention: Ryan Carter

**209 Student Services Bldg.
Knoxville, TN 37996-0221**

registrar@utk.edu