

REQUEST TO RESTRICT DIRECTORY INFORMATION

Saint Benedict's (CSB) and Saint John's (SJU) may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act without the written consent of the student unless the student requests in writing that such information not be disclosed.

Students may withhold directory information by notifying the Registrar, in writing or via this disclosure form, specifying the categories to be withheld (see below).

By signing this non-disclosure, you acknowledge that CSB and SJU will not release the selected information below to a third party (including, but not limited to: a caller, parent, spouse, high school, potential employer) and that the information will still be used as needed for official college business. You also acknowledge that you, the student, is responsible for the consequences of withholding information. Regardless of the effect, the colleges assume no liability for honoring a student's request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of specific categories of directory information indicates the student's approval of disclosure.

Select the category(ies) of directory information* you are requesting to be withheld:

- Category I (Campus Directory): Name, address, telephone number, class.
- Category II (Verification Data): Previous institution(s) attended, dates of attendance, major field of study, awards, honors, degree conferred.
- Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth.

Signature

Date

Print/Type Name

Banner ID

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Registrar.

*Although information regarding students' dorm and room numbers is designated as Directory Information, the College of Saint Benedict and Saint John's University do not provide such information publicly without the individual student's consent. One exception is disclosure to governmental entities to verify the residency of a student. Similarly, student email addresses are designated as Directory Information but are not generally provided except for the limited purpose of being disclosed to authorized users of the College's and University's internal network.