



## Non-Disclosure of Directory Information

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La Roche College may designate certain student information as “Directory Information” and release this information to a third party upon request, without the student’s consent. The following is considered public directory information:

- Name
- Addresses, phone numbers and e-mail
- Date of birth
- Major and/or minor fields of study
- Classification (Freshman, Senior, etc.)
- Degree sought
- Expected date of graduation
- Degrees conferred and conferral dates
- Awards and Honors (e.g. Dean's list)
- Full or part time enrollment status
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team members
- Photograph

A student has the right to restrict the release of his/her public directory information by requesting a FERPA restriction. A student should first carefully consider how this decision may affect him or her in unexpected ways. For example, should a student place a restriction on his/her directory information, a prospective employer requesting enrollment or degree verification would be denied that information. Directory information is routinely released to the National Student Clearinghouse, which reports enrollment status to student lending agencies for deferral of loan repayments. Also, if restricted, a student's name would not appear in any publication of graduation or honors (e.g. the dean’s list) or be included in the commencement program.

La Roche will honor a student's request to restrict the release of directory information regardless of the effect upon a student and assumes no liability for honoring the request that directory information be restricted. A student who has ceased attending La Roche and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re-enrolls at the College.

**Students wishing to restrict their directory information must complete, sign and return this form to the Registrar’s Office, 9000 Babcock Boulevard, ZCC204 College Center, Pittsburgh, PA 15237.**

Even though a student may request a FERPA hold, the College has the right to share the student’s information with school officials who have a legitimate educational interest.

Name \_\_\_\_\_

Social Security Number XXX-XX-\_\_\_\_\_ OR Student ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

I hereby request that **no** personal information included in "Directory Information" be released.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date