

OFFICE OF ACADEMIC RECORDS AND REGISTRAR REQUEST TO RESTRICT DIRECTORY INFORMATION

The University of Southern California constantly seeks to ensure the accuracy and privacy of student records. The university adheres to the guidelines of the Federal Educational Rights and Privacy Act (FERPA), as amended, which provides privacy protection for all students.

Consistent with FERPA, the university will release only student information that it considers "directory" information. A student's address, degrees earned, attendance dates and major/degree objective are examples of directory information. Other information such as birth date, grades, test scores, grade point average or church affiliation are examples of information that USC will not release.

A student may request that "directory" information not be released without her prior approval. In order to restrict directory information, the student must sign, date and provide the requested information in the box at the bottom of the page.

Students who wish to remove only on-line directory information from the USC Student Directory, which is published on the USC web site (www.usc.edu), should elect the "on-line directory" option below. This information is limited to name, major, school class, address and e-mail and is accessible only within the USC web domain. The request will take effect beginning Wednesday of the week following the request and continue for the duration of the academic year. Students will be required to renew the request at the beginning of each academic year.

Students who wish to restrict the release of directory information should realize that their names will not appear in the Commencement bulletin and other university publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at USC.

ON-LINE DIRECTORY (denies release of some directory information to the USC online Student Directory)	CONFIDENTIAL (completely denies release of student's directory information)
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Note: Although much of the student information is updated very quickly, other areas may take up to one week before the requested level of restriction is actually in effect (online directory, data warehouse, etc.).

I have read and understand the consequences of and procedures for restricting and releasing directory information. I hereby request that the Office of Academic Records and Registrar restrict (as indicated above) directory information which is maintained in my student record.

Printed Name

Student Identification Number

Signature

Date