



REQUEST TO WITHHOLD DIRECTORY INFORMATION

Student Information:

Name: _____ Learner ID: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

Email Address: _____

According to FERPA regulations, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information as defined in the university's FERPA policy unless the student has requested in writing that this information not be released.

Students who do not want directory information to be released are responsible for notifying the Office of the Registrar and may do so by completing this form. Students should understand that a request to withhold directory information will mean that ALL inquiries: e.g., confirmation of attendance or degrees by companies seeking information on applicants for employment cannot be honored unless accompanied by a signed release from the student.

Indicate below if you are requesting directory information not be released or terminating a previous request:

_____ I have read the above information and I am requesting that the directory information in my record as defined above not be released. I understand from the information provided on this form that, under the Family Education Rights and Privacy Act of 1976 (FERPA), there are still some circumstances under which Aspen University must release information regarding my record.

_____ I am terminating my previous request for the withholding of directory information as defined above and give Aspen University my permission to release the directory information in my record without notice.

FERPA Guidelines and Policies can be found online within Aspen University's catalog.



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NOTE: Under the Family Educational Rights and Privacy Act of 1976 (FERPA), Aspen University is required by law (whether or not the student has requested that directory information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., state educational authorities when disclosure is in connection with financial aid for which the student has applied or any other exceptions to signed consent found in 99.31 of FERPA regulations.

Please sign below and return completed form to registrar@aspen.edu

Student Signature*

Signature Date