

REQUEST TO WITHHOLD/RELEASE DIRECTORY (PUBLIC) INFORMATION

The items listed under Directory Information may be released in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) amended. Under the provisions of FERPA as amended, you have the right to withhold Directory Information.

Should you decide to inform UWM not to release *Directory Information*, any future requests for such information from non-institutional persons or organizations will be refused. For example, the University would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases (**See below for removal of *Withhold Directory Information***).

Should you decide to withhold *Directory Information* you may authorize, at a later date, a one-time release of directory or non-directory information (for example, a transcript for employment purposes) to an individual or organization by completing a Student Information Release Form either via **PDF** or **Online**.

Directory Information includes the following:

1. Student's name, address (mailing, home, e-mail);
2. Date and place of birth;
3. School/college and level in school;
4. Major field of study;
5. Dates of attendance, including whether or not currently enrolled;
6. Enrollment status, including semester credit load and part/full time status;
7. Degrees earned and dates of graduation (includes anticipated graduation dates);
8. Honors and awards received, including academic awards (receipt of a scholarship or fellowship, inclusion on the Dean's list, or receipt of other academic awards);
9. Participation in officially recognized activities and sports;
10. Height and weight of members of athletic teams;
11. Previous higher education institutions attended.
12. Enrollment Delivery Mode.

The Registrar's Office is not responsible for information that is withheld/released prior to the submission and processing of the **Directory Information Withhold/Release form** by our staff.

DIRECTORY INFORMATION WITHHOLD/RELEASE FORM

Withhold Directory Information

I want **Directory Information** to be withheld (*Directory information* includes all items listed above)

I wish to prevent the disclosure of my **Directory Information** and understand the ramifications of doing so.

Name (print) _____

Campus ID # _____

Signature _____

Date _____

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may authorize the release of information in writing without removing the **Withhold Directory Information** designation (see above).

Release Directory Information

I want **Directory Information** to be released (*Directory information* includes all items listed above)

I no longer wish to prevent the disclosure of my **Directory Information** and release UWM from any responsibility to withhold *Directory Information* from the date this form is received.

Name (print) _____

Campus ID # _____

Signature _____

Date _____

From the date this form is received in the Registrar's Office, we will honor your request to Release Directory Information.