

Confidentiality Request Form

PERSON ID (STU #)	NAME

Policy: Based on FERPA guidelines as outlined in the EMU Access to Student Records policy, specific information about enrolled students is eligible for release unless the student requests that it be held confidential. Please refer to the published policy in the University Catalog for additional information. The following information is considered to be available unless confidentiality is requested: the student's name, address, telephone listing, electronic-mail address; date and place of birth, major field of study; participation in officially recognized sports and activities, weights and heights of athletes, dates of attendance, degrees and awards received and the name of the most recent previous institution.

Mark the item(s) which you request to be held confidential below. **Once restrictions are in place they can be removed only by the written request of the student.** Be certain that you understand the possible implications of your request. IN ALL CASES LISTED BELOW WE WILL RELEASE INFORMATION WHEN REQUIRED BY FEDERAL OR STATE LAW OR FOR PURPOSES OF FINANCIAL AID.

RETURN FORM TO: OFFICE OF RECORDS AND REGISTRATION, 303 PIERCE HALL
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Demographic Information for External Use: By requesting this category of items you prevent any item marked from being released outside the University. **EMU would not provide this information to anyone.**

- NAME/PRIOR NAME (XNA)
- ADDRESS (XAD)
- PHONE NUMBER (XPH)
- BIRTH DATE (XBD)
- E-MAIL ADDRESS (XEM)

Enrollment Information and Verification: By requesting this category of items, you prevent release of any enrollment information outside of the University. **You will prevent EMU from releasing information confirming your enrollment in general (for example: to potential employers) without a signed and dated written request. EMU defines enrollment information as academic level (UG or GR), dates of attendance, and enrollment status (full time or part time).** No specific course enrollment information would ever be released without your written consent. Grades are always held in confidence and are provided to others only in accordance with the exceptions noted in the procedure section above.

- ENROLLMENT/ATTENDANCE/LEVEL (XEN)

Degrees and Awards: By requesting this category of items, you prevent the release of any information related to degrees, honors, awards, majors or minors outside of the University until this request is revoked. **Your name would not appear in the commencement program or any other publication. EMU would not release information to potential employers without your written consent.**

- DEGREE/AWARDS (XDG)
- MAJOR (XMA)

Officially Recognized Activities: By requesting this category, you prevent the release of any information about participation in officially recognized activities (with the exception of Athletics and Sports Information Offices) outside of the University.

- CO-CURRICULAR OR ATHLETIC INFORMATION (XAC)

Previous Institution: By requesting this category, you prevent release of the name of the most recent previous institution you attended outside of the University.

- MOST RECENT PREVIOUS INSTITUTION (XIN)

Signature _____	Date _____
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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

IN COMPLIANCE WITH the Family Educational Rights and Privacy Act, Eastern Michigan University assures that any person who is or has been in attendance as a student at EMU has access to his/her educational records. Furthermore, such an individual's rights to privacy are assured by limiting the transferability of records without the student's consent.

EMU has designated the following items as **directory information** and these items may be included in publications or disclosed upon request without consent: the student's name; address; telephone listing; electronic-mail address; date and place of birth; major field of study; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received (including, but not limited to, the dean's list); and the most recent previous educational agency or institution attended by the student.

EMU reserves the right to make directory information public unless a student's written objection (specifying the category of information not to be made public without prior consent) is filed at the Office of Records and Registration within 14 days after each semester/session begins.

Students who do not want to be included in the annual EMU Student Directory should complete a Directory Exclusion Card. Cards can be picked up from McKenny Union Information Center, Office of Records and Registration, Academic Advising, Office of Admissions, or at the information desk of all Residence Halls. They must be turned in by Sept. 15 to Public Information, 18 Welch Hall. Completing the Exclusion Card will remove your name, address and phone number from the current and subsequent telephone directories.

Furthermore, students and parents of dependent students have a right to:

1. Inspect and review the student's education records within 45 days of the day EMU receives a request for access;
2. Request the amendment of the student's education records that the student believes are inaccurate or misleading;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. File a complaint with the U.S. Department of Education concerning alleged failures by EMU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

5. Obtain a copy of the University's policy on Access to Student Records. Students may obtain a copy of the Policy from the Office of Records and Registration.