



Office of Enrollment Management
41 Bee Street
MSC 203
Charleston SC 29425-2030

Directory Information Withhold Request Form

To: University Registrar

Subject: Student Directory Information Policy

I, _____, (Student Number: _____), do hereby certify that I have read and understand the following:

- 1. The policies of the Medical University of South Carolina regarding "Student Directory Information"
2. The "Directory Information" section of the Family Educational Rights and Privacy Act.

I hereby request that the information designated by the Medical University as directory information be withheld under the provisions of the Family Educational Rights and Privacy Act.

The act includes a statement that if in the opinion of the university, additional information is necessary in "emergency situations to protect the health and safety of the student," the university has a right to furnish such information.

Month Date Year Student's Signature

DO NOT WRITE IN THIS SPACE

Student's Name
Student Number
Date Received
Recorded by

Student Directory Information Policy

The purpose of this policy is to set forth regulations informing all students of the Medical University of South Carolina of the rights accorded them by the Family Educational Rights and Privacy Act. The "Student Directory" will include the following information: student's name, address, telephone number, digital images, dates of attendance, field of study, degrees received, and most recent previous educational institution attended.

Students who wish directory information withheld (with the exception of their names), must complete a Directory Information Withhold Request Form in the Office of Enrollment Management. The request form must be completed no later than the first day of classes of each academic year and is in effect for one academic year.

Family Education Rights and Privacy Act

Sec. 438 of H.R. 69 - Educational Amendments of August 21, 1974

Sec. 438 (4) (A) - Joint Resolution 40 (December 31, 1974)

Directory Information (5) (A)

"(5) (A) For the purposes of this section the term 'directory information' relating to a student includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student."

"(B) Any educational agency or institution making public directory information shall give public notice of the categories of information which it has designated as such information with respect to each student attending the institution or agency and shall allow a reasonable period of time after such notice has been given for a parent to inform the institution or agency that any or all of the information designated should not be released without the parent's prior consent."

Note: (Sec. 432 (4) - (d)

"(d) For the purpose of this section, whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."