COLLEGE of CENTRAL FLORIDA
–an equal opportunity college–

REQUEST FOR NONDISCLOSURE OF DIRECTORY INFORMATION

The College of Central Florida maintains such information in its files for each student as is considered essential and appropriate to College operations and student welfare. The college adheres to all federal and state laws and rules pertaining to the privacy rights of parents and students including the Family Educational Rights and Privacy Act. At its discretion and in accordance with the provisions of the FERPA the college may provide directory information to the public without the consent of the student unless he or she has specifically requested that information be withheld. Directory information is defined as that information that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information defined in the College of Central Florida's Board Policy 7.8 includes the following: name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

Students not wishing the dissemination of directory information without prior consent must submit a written notice to the custodian of student records. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a privacy hold prior to filing this request. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the college until removed by the student. Such request must also be submitted in writing, in person, and with a photo identification card.

Please consider very carefully the consequences of any decision by you to withhold any directory information. Such designation will call for the College of Central Florida not to release any of this directory information that would include the printing of a student's name in the institution's commencement program, as well as ceasing all written correspondence from the institution including letters, notifications and business office correspondence. Any future requests for such information from non-institutional persons or organizations — including degree and enrollment verification not requested by the student in writing, in person — will be refused.

The College of Central Florida will honor your request to withhold directory information from release, but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon you, the College of Central Florida assumes no liability as a result of honoring your instructions that such information be withheld.

By signing below, you are stating that you wish for the College of Central Florida to withhold the dissemination of personal information defined by the institution to be directory information without your prior written consent.

Student Name (print)	Student CF ID No.	Date (MM/DD/YY)
Student Signature	Semester	Year
Vice President or Registrar Signature		Date (MM/DD/YY)
Processed By		Date (MM/DD/YY)

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu.