



# Request to Suppress Directory Information North Dakota State College of Science

The Family Educational Rights and Privacy Act (FERPA, 1974) provides students the basic right to request, in writing, that directory information not be made public.

By law, directory information generally is not considered invasive or sensitive. Therefore, NDSCS may release student directory information to anyone requesting it. However, students have the opportunity to suppress, or restrict, this information from public release. Please note that this information can only be suppressed from the public, not from University officials or authorized agents of the University, including students' assigned faculty or advisors, with a legitimate educational interest. Also, such directory information may be available to instructors and students in a class via Blackboard regardless of a suppression request.

**IMPORTANT:** While suppression of directory information may seem desirable, it may have unintended and/or undesirable consequences. These include, but are not limited to: student names not being published in student directories or lists of student honors or awards (i.e. President's Honor Roll); not having name/information released to scholarship/honor societies; not having enrollment or degree information verified to prospective employers, insurance companies, graduate schools, etc.; and not having information released to any third party for any reason.

Student information in some directories or lists may have been released or printed PRIOR to the date of suppression.

**Please note:** NDUS system ID and NDSCS electronic ID will be updated during this process. Contact the NDUS Help Desk for additional assistance.

Students must be enrolled at NDSCS to file a suppression of directory information. Suppression requests will remain in effect, even after enrollment ceases, until revoked in writing by the student.

If you have questions regarding the implications of this form, please contact Barb Mund at [barb.mund@ndscs.edu](mailto:barb.mund@ndscs.edu).

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**Suppress Directory Information** - I have carefully read the above information, and request that my directory information be suppressed.

**Revoke Suppression** - I request that my suppression of directory information be removed.

Please Print Legibly:

Student Legal Name \_\_\_\_\_  
First MI Last

Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit to NDSCS Enrollment Services/Registrar's Office:**

**101 Haverty Hall • 800 N Sixth St, Wahpeton, ND 58076 • 701.671.2521 • 701.671.2648 (Fax)**

For Office Use Only:

Date Received in Registration/Records \_\_\_\_\_ Date Entered in Campus Connection \_\_\_\_\_

Processed by (initial) \_\_\_\_\_

3/2017