

# BETHEL UNIVERSITY

## DIRECTORY INFORMATION PUBLIC NOTICE AND NON-DISCLOSURE FORM

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*Bethel University utilizes this form for all students (including dependent students and adult learners). Not all categories are applicable to all students. A student completing this form should complete the information that is pertinent to his or her situation.*

Bethel University, in compliance with the *Family Educational Rights and Privacy Act of 1974*, as Amended (FERPA), has designated the items listed below as *Directory Information* (student information that would not generally be considered harmful or an invasion of privacy if disclosed):

- Student's Name
- Home Address
- Home Telephone Number
- Campus Phone Number
- Campus PO Number
- On Campus Residence
- Enrollment Status(e.g., undergraduate, graduate, full-time or part-time)
- Bethel Electronic Mail Address
- Photograph
- Dates of Attendance
- Degrees, Honors, and Awards Received
- Participation in Officially Recognized Activities and Sports
- Most Recent Educational Agency or Institution Attended
- Weight and Height of Members of Athletic Teams

*Directory Information* may be released upon request at the discretion of Bethel University. Under the provisions of FERPA, currently enrolled students may prevent disclosure of *Directory Information*. To prevent disclosure, the student must provide notification to the Registrar's Office, Bethel University, St. Paul, Minnesota by the 10<sup>th</sup> day of fall semester classes for the current academic year in order to be excluded from the printed roster. Non-Disclosure Forms are available in the Registrar's Office and on the University's website. Requests for non-disclosure received after the 10<sup>th</sup> day of fall semester classes will be implemented on the date processed--but the student's directory information may have already been published in the annual roster and cannot be restricted subsequent to its publication. The request for non-disclosure will be honored by Bethel University until removed, in writing, by the student. Bethel University assumes no liability as a result of honoring your instructions to block your *Directory Information*. Students should very carefully consider the consequences of any decision made to withhold any category of directory information, as any future requests for such information from classmates, other schools, prospective employers, friends or other persons or organizations will be refused. After a student is no longer enrolled, Bethel University will continue to follow the student's last written direction (if any) to the Office of the Registrar concerning disclosure/nondisclosure of *Directory Information*.

Bethel University assumes that the failure on the part of any student to specifically request the withholding of categories of *Directory Information* constitutes approval for disclosure.

Unless a student decides to withhold his or her information in its entirety, items of *Directory Information* are made available for campus distribution in/at the following: - *Bethel Online Directory* - *Switchboard* - *Printed Roster*

Bethel University provides students with the opportunity to prevent disclosure of all their *Directory Information* or to prevent disclosure of certain items of information. To prevent disclosure, choose one of the following options:

**Option A** \_\_\_\_\_ **Please prevent disclosure of all my directory information.** (All Directory Information, as designated above, will be withheld from the Bethel Online Directory, Printed Roster, Switchboard, as well as any other parties who may request it.)

**Option B** \_\_\_\_\_ **Please withhold the categories I have checked.**  
\_\_\_\_\_ **Home Address and Home Telephone Number** (withheld from the Bethel Online Directory and Printed Roster)  
\_\_\_\_\_ **Campus Phone Number, Campus PO Number, On Campus Residence** (withheld from the Bethel Online Directory and Printed Roster)  
\_\_\_\_\_ **Campus Phone Number, Campus PO Number, On Campus Residence** (withheld from the Switchboard)  
\_\_\_\_\_ **Photograph** (withheld from the Bethel Online Directory and Printed Roster)

**I understand my information will not be released orally or in writing, consistent with the above option selected by me. I understand I may revoke this Request for Non-Disclosure by providing written notice of revocation to the Registrar's Office.**

**ID #:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please return form to the Office of the Registrar\***