

# 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
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph or Digital Image
- Date and Place of Birth
- Major Field of Study
- Grade Level (freshman, sophomore, etc.)
- Enrollment Status (e.g., undergraduate, graduate, full-time or part-time)
- Dates of Attendance
- Participation in Officially Recognized Activities and Sports
- Degrees, Honors, and Awards Received
- Most Recent Educational Agency or Institution Attended
- Weight and Height of Members of Athletic Teams
- Bethel Community Account username

*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*. Requests for non-disclosure received after this date will be implemented on the date processed. Bethel cannot assume the responsibility to contact the student for subsequent permission to release *Directory Information*. Regardless of the effect upon the student, Bethel assumes no liability for honoring an instruction to restrict/withhold *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. If a student becomes an employee, his/her campus contact information will not be withheld from the *Bethel Online Directory* or *Switchboard*. Otherwise, the request for non-disclosure will be honored by Bethel until removed, in writing, by the student. Bethel will continue to honor a student's last request with regard to the disclosure or non-disclosure of *Directory Information* made while the student was in attendance at Bethel. A student who is no longer enrolled cannot request that *Directory Information* be withheld. A student who is no longer enrolled can rescind their request to withhold *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 *Bethel Online Directory* and *Switchboard*.

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, Google Contacts, 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)  
 **Campus Phone Number, Campus PO Number, Campus Residence** (withheld from the Bethel Online Directory and Switchboard, with the exception of students who are Bethel employees)  
 **Photograph or Digital Image** (withheld from the Bethel Online Directory)

**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 (registrar@bethel.edu).**

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

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

**\*Please return form to the Office of the Registrar (registrar@bethel.edu)\***