Request to Withhold Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the University to release “Directory Information” (public) at our discretion for any purpose. In keeping with the long established policy of the University, “Directory Information” will be released only when it is believed that release of information is in the best interest of the student. The following items are designated as “Directory Information:”

- Student’s name
- Major field(s) of study
- Officially recognized activities and sports
- Address (local)
- Dates of attendance
- Height and weight (athletes only)
- Email (Roosevelt)
- Degree(s) awarded
- Officially recognized activities and sports
- Photographs
- Honors and awards
- Officially recognized activities and sports

If you wish to prevent the disclosure of “Directory Information,” fill in the form below. This form is valid for one academic year.

I, __________________________ (__________________), request that my Directory Information be withheld by Roosevelt University, valid for the ___________ academic year.

Email: ___________________________ Phone Number: ___________________________

________________________________________________________________________

Student Signature Date

Please return completed form in person, by e-mail, by mail or by fax to:
Office of the Registrar, Chicago: Office of the Registrar, Schaumburg:
425 S. Wabash Ave., 1M14 1400 N. Roosevelt Blvd. Rm. 125
Chicago, IL 60605, Schaumburg, IL 60173
(312) 341-3535 (847) 619-7950/7951
Fax: (312) 341-3660 fax: (847) 619-7960
Email: registrar@roosevelt.edu

For office use only

Entered into Banner by __________________________ Date__________________

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