

## Request for Non-Disclosure of Directory Information

According to the Family Educational Rights and Privacy Act (FERPA), the University of North Georgia may release Directory Information about students without written permission. Student Education Records, other than Directory Information, are private and shall not be disclosed except as appropriate and to the extent permissible under federal and state laws.

UNG designates the following items as Directory Information:

- Student's name
- Hometown
- Institution-assigned email address. Under this category, an institution-assigned email address may be disclosed without consent only to other, current students. In addition, students may not request email listings of the entire student body or segments thereof, except for academic purposes.
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- Thesis/Dissertation title
- The most recent educational institution attended
- Height & weight of athletes
- Class level

By signing this form, the student does not wish for their Directory Information to be released (other than permissible by federal and state laws) and is requesting to have their records marked as “Confidential”. If a FERPA release allowing certain individuals or entities to have access to educational records has previously been designated, that release will remain active until updated by the student. This form should be submitted to the Registrar’s Office once it has been fully completed and signed. Additional information regarding FERPA can be found on the [Registrar’s Office website](#).

Full Name: \_\_\_\_\_

UNG ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you need this document in another format, please email the Registrar’s Office at [registrar@ung.edu](mailto:registrar@ung.edu) or call 706-864-1760

**Blue Ridge    Cumming    Dahlonega    Gainesville    Oconee**

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*The University of North Georgia is designated as The Military College of Georgia and as a State Leadership Institution.*