



Restriction of Release of Directory Information

Missouri University of Science and Technology
Office of the Registrar

103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930
Phone: (573) 341-4181
fax: (573) 341-4362
registrar@mst.edu
<http://registrar.mst.edu/>

NAME _____ STUDENT ID _____

In accordance with the Family Educational Rights and Policy Act (FERPA) and University of Missouri Collected Rules, the Missouri University of Science and Technology considers Directory Information to be the student's name, e-mail address, address and telephone listing (including local and permanent address), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full- or part-time status.

Your name, local address, permanent address, e-mail address and telephone numbers will be included in *electronic or printed* Student Directories unless restricted by you with the submission of this form to the Registrar's Office or by changing your privacy settings in Joe'SS by the end of the second week of a fall or spring semester (one week in summer school). If release of information is restricted by you, your name will be excluded from Student Directories and no information will be released without your written consent unless it is required by a subpoena or other exception specifically cited in FERPA (<http://www.umsystem.edu/ums/departments/gc/rules/information/180/020.shtml>). The only exception is the assumption that you will want your name to appear in the Commencement Program at the appropriate time. All information other than Directory Information is automatically considered restricted and will not be released without your signed authorization or in accordance with specified exceptions, such as subpoenas and court orders. (See link for details).

I am requesting that my Directory Information be restricted from release without my written consent or as otherwise specified by Federal or State law. I understand that this restriction is in force until changed by my written request.

Student Signature

Date

Return Completed Form to:

**Missouri University of Science and Technology
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Rolla, MO 65409-0930
Fax: (573) 341-4362**

Students can also update their privacy settings through Joe'SS.