

## REQUEST TO WITHHOLD DIRECTORY INFORMATION

The following is considered "Directory Information" at Virginia Commonwealth University and may be released to the general public at the discretion of the University.

- Student name
- Student ID (V number)
- Date admitted
- Mailing address and telephone number
- Local address and telephone number
- University e-mail address
- Birthdate
- ID Photograph
- Semesters of attendance
- Major(s)
- Minor(s)
- Specialization
- School
- Full - or part-time status
- Classification (freshman, sophomore, etc)
- Degree sought
- Honors and awards
- Degrees and dates received
- Participation in officially recognized intercollegiate sports, weight, height, hometown, parents' names and previous school(s) attended (for members of athletic teams)
- Emergency contact information

Students have the right to withhold the release of information designated Directory Information by submitting to the Office of Records and Registration, no later than 14 days after the beginning of a term, a request written and signed that Directory Information not be released.

Please consider carefully the consequences of any decision to withhold Directory Information. Should you decide not to release this information, any requests for such information from non-institutional persons or organizations will be refused. For example, your enrollment and/or degrees cannot be verified to any outside source such as potential employers, other universities, or medical insurance companies.

This signed authorization is valid until a written request to rescind is received by the Office of Records and Registration.

I hereby request that Virginia Commonwealth University not release any Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



Virginia Commonwealth University  
 Office of Records & Registration  
 Division of Student Affairs & Enrollment Services  
 P.O. Box 842520 • Richmond, VA 23284-2520  
<http://www.enrollment.vcu.edu/rar/>