



## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Golden Gate University (GGU) maintains all student academic records in compliance with the Family Educational Rights and Privacy Act (F.E.R.P.A), Public Law 93-380, as amended. Under this law all personally identifiable information about a student is to be kept confidential. Such information includes, but is not limited to the student's:

- Social Security number
- GGU Student ID number
- Gender
- Race, ethnicity or nationality
- Grades or gpa
- Class schedule

The only exception is directory information, which may be released without the student's written permission. "Directory information" is information that is not generally considered harmful if made available to the public. GGU classifies only the following as directory information:

- Name
- Phone number
- E-Mail address
- Dates of attendance
- Enrollment status
- Major field of study
- Awards
- Honors (including Dean's List)
- Degree(s) earned and date(s) conferred

If you would like this information to **not** be disclosed, please fill out this form and submit it to:

NON-LAW STUDENTS

Golden Gate University  
Office of Records & Registration  
536 Mission St.  
San Francisco, CA 94105-2968  
or fax it to: (415) 442-7223  
If you have questions, please call (415) 442-7200

LAW STUDENTS

Golden Gate University School of Law  
Registrar's Office, Room 3310  
536 Mission St.  
San Francisco, CA 94105-2968  
or fax it to: (415) 495-6756  
If you have questions, please call (415) 442-6620

This directive becomes effective the day it is received by this office and remains in effect until you revoke it in writing to this same office. During the time it is in effect, GGU will not fulfill a request to release your directory information unless it is accompanied by a written release from you.

Please carefully consider the consequences of this decision. GGU will not be able to verify your attendance or the degree(s) you've earned to third parties asking for this information and will not contact you to request permission to do so.

This directive will **not** prevent GGU from releasing your directory information to the following:

For All GGU Students:

- GGU personnel acting in the your educational interest
- Publishers of GGU collateral such as the Class Schedule, informational postcards, etc.  
*(Submit a separate written request to the Office of Records & Registration to remove your name from such mailings.)*
- Your parents if they can claim you as a dependent for income tax purposes
- Persons in connection with an emergency in order to protect the health or safety of students or other persons
- Persons in compliance with a judicial order or lawfully issued subpoena
- Accrediting agencies carrying out their accreditation function
- Organizations conducting certain studies for or on behalf of educational agencies
- State and local officials or authorities to whom information is required to be disclosed pursuant to state statutes adopted before November 19, 1974
- Other persons or organizations determined by law to be exempt from this directive

For Title IV Financial Aid Recipients:

- Lenders, servicers, or guarantee agencies
- Authorized agents of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs

For Students or Scholars in the U.S. on an F or J Visa:

- Authorized agents from the Department of Homeland Security
- Authorized agents from the U.S. Department of State

For Law Students:

This request **will** prevent GGU from releasing your directory information to the following organizations, but will not prevent you from being eligible for the awards they sponsor:

- The Witkin Legal Institute at West Group, sponsors of the *Witkin Award for Academic Excellence*, which recognizes exceptional California law school students
- The Center for Computer Assisted Legal Instruction, sponsors of the *Excellence for the Future Awards*, which recognizes exceptional law school students

GGU ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Are you a Law Student?  Yes  No

Mr.  Ms. \_\_\_\_\_  
(check one) last (family/legal) name first (given name) middle name or initial

I have read this form carefully and understand: 1) the consequences of my decision to withhold my directory information; 2) the exceptions to this directive as stated above, and; 3) that this directive will not be revoked until I submit a written request to either GGU's Office of Records & Registration or Law Registrar's Office. Please do not disclose my directory information.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE RECEIVED AND RECORDED: \_\_\_\_\_ BY: \_\_\_\_\_ DATE REVOKED: \_\_\_\_\_ BY: \_\_\_\_\_