

## Request to Withhold Student Directory Information and/or the Public Posting of Grades

☐ I request that my Student Directory Information be withheld from publication or release. I have read the Procedures for the Release of Information About Students statement (see below) and understand what components of my academic record are affected. This information will be withheld permanently unless I notify the institution otherwise in writing.

☐ I request that my grades not be publicly posted.

Student Name \_\_\_\_\_ Sooner ID number: \_\_\_\_\_

Student Signature

Date

### Procedures for the Release of Information About Students

Most information concerning a student's academic record is considered confidential and is not released to anyone without the student's written authorization. There is, however, some information that the University can release without the student's authorization. This information is called Directory Information, and includes student's name, local and permanent addresses, e-mail address, telephone number, college, major, classification, current enrollment status, participation in recognized student activities and sports, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number or I.D. number and anticipated date of graduation based on completed hours. This information is provided to anyone, including the student, who contacts the University to inquire about or verify this type of information.

Students may place a 'hold' on the release of their Directory Information and have this information treated as confidential. A student may request that all, but not separate segments, of this information be withheld.

Placing a hold on the release of your Directory Information will do the following:

- Your name, address and e-mail address will **not** be displayed on the OU Web site directory.
- If **anyone** calls or contacts the University, no information will be released verifying your attendance, withdrawal or graduation from the University. This information will be released only upon your written authorization. Even if you call personally none of this information can be provided without your written release.
- No directory information will be released to anyone calling or contacting the University.

You can place a directory hold at any time. However, to keep your name and address out of the printed student directory you **must** make the request to withhold your Directory Information no later than the second week of the fall semester. If you have any questions concerning this policy or these procedures please contact the Office of Academic Records, 325-4147, Buchanan Hall 330, 1000 Asp Avenue, Norman OK 73019-4076.