



**NON-DISCLOSURE OF
DIRECTORY INFORMATION
REQUEST**

Revised 9/21/18 JD

Office of the Registrar
1570 Baltimore Pike
Lincoln University, PA 19352
484-365-8087:Phone 484-365-8116:Fax

Education institutions are permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA) to disclose directory information for currently enrolled students without the consent of the student unless the student requests that his/her information not be disclosed during an academic year. An educational institution may designate categories of information and students may specify which categories should not be disclosed. Lincoln University has designated the following categories of student's information as public or "Directory Information." Such information may be disclosed by Lincoln University for any purpose, at its discretion.

To withhold disclosure for an academic year, written notification should be received by the Office of the Registrar, 1570 Baltimore Pike, Lincoln University, Lincoln University, PA 19352, prior to September 1.

- Student's name
- Address
- Telephone listing
- Photograph
- Electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

I have carefully considered the consequences of my decision to request that Lincoln University withhold directory information. I understand that once submitted, this information will be restricted for one academic year unless I request otherwise. I accept that the university is not responsible to contact me regarding any disclosure requests received on my behalf. I further understand that the university may not be held liable for honoring this request to withhold "Directory Information." **Warning:** Restricting the release of directory information means your name will not be printed in the Commencement Book and Lincoln University will not be able to verify your enrollment or degree without your prior written consent.

Student Signature: _____

Date: _____

FOR USE BY OFFICE OF THE REGISTRAR

Approval: _____

Entered by: _____

Date: _____