



**Wheeling Jesuit University**  
**Office of the Registrar**  
**Family Educational Rights and Privacy Act (FERPA)**

**Request for Non-Disclosure**

In accordance with the Family Educational Rights and privacy Act (FERPA) of 1974 and U. S. Department of Defense regulations, the University may disclose "Directory Information" items without your consent. The items listed below are designated as "Directory Information". You have the right to have this information withheld.

Please consider carefully the consequences of a decision by you to withhold any item(s) of "Directory Information". Should you direct the University not to disclose any or all of this information, any future request for that information from non-institutional persons or organizations (including requests from parents, potential employers, hometown newspapers, etc.) will be refused. The University will honor your request to contact you for subsequent permission to disclose them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

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

I hereby request that Wheeling Jesuit University NOT disclose the following information from my records as follows:

- Permanent city and state, local telephone number, email address
- Dates of attendance, class, major, awards, honors, degree(s) earned and date(s) conferred
- Academic and financial information to scholarship committees
- Name, address, and date of birth to the U. S. Military pursuant to a recruiting request

I hereby acknowledge and understand the University is not liable for information released prior to the date this request is received by the Registrar's Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_