ANNUAL RIGHT TO PRIVACY NOTICE TO ALL STUDENTS

Regent University policy provides that the institution will maintain the confidentiality of student education records as required under the Family Rights and Educational Privacy Act (FERPA). The university will not disclose any information from student’s educational records without the written consent of the student except to authorized personnel within the university, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function and to persons in compliance with a judicial order, as allowed under FERPA. The full policy is printed in the Regent University catalog.

At its discretion, the Registrar’s Office may provide directory information to outside parties, including other students (if deemed appropriate). This includes: name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous education institution attended by the student, and participation in officially recognized activities. Also, a student directory containing names, addresses, phone numbers and program information for enrolled students may be published and distributed by Student Services or individual schools.

If you wish to request that directory information not be disclosed by the university and that your name and directory information not be published in a student directory, please complete the form below and return to the Registrar’s Office by September 23, 2005. Exceptions to this request may be made to protect the health or safety of students or other persons. Your record will remain confidential until you request that the confidentiality hold be removed, even after graduation or withdrawal from the University. Please be aware that the confidentiality hold will prevent the University from confirming your enrollment, credit hours, or degree conferred, even to potential employers or institutions you may wish to attend in the future.

If you wish to have non-directory information released to any party for any reason, please complete the “Student Information Release (FERPA Waiver)” form found on the Registrar’s website at http://www.regent.edu/admin/registrar/studentforms.cfm and submit it to the Registrar’s Office. Also, it is vitally important to keep your directory information current with the Registrar’s Office, particularly your address and phone number, in order to receive important University information.

Althea Bishard
Registrar

I hereby request that directory information regarding myself not be disclosed except in case of an emergency.

Signature_______________________________________ Date___________________

Please print:

Name__________________________________________

Student ID # or SS#______________________________

Address________________________________________________________________

Phone#_____________________________ School___________________________