

**REQUEST TO WITHHOLD/REINSTATE RELEASE OF DIRECTORY INFORMATION**

The University of Tennessee at Chattanooga  
The Records Office, Dept. 5155  
615 McCallie Avenue  
Chattanooga, TN 37403

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission, unless the student specifically requests in writing that all such information not be made public without their written consent. If you wish to withhold the disclosure of Directory Information, complete the form below and submit it to the Records and Registration Office.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), The University of Tennessee at Chattanooga has determined the following information to be Directory Information. Directory Information is not considered harmful or an invasion of privacy and may be disclosed to a third party without written consent.

Name	Weight and Height of Athletic Team
Address	Members
Telephone Listing	Dates of Attendance
UTC E-mail Address	Enrollment Status
Major Fields of Study	Degrees and Awards Received
College	Dates of Degrees
Classification	Most Recent Previous Educational Agency or
Participation in Officially Recognized	Institution Attended
Activities and Sports	UTCID Photograph

**Please consider very carefully the consequences of any decision to withhold Directory Information, as any future requests for such information from non-institutional persons or organizations will be refused including prospective employers, enrollment verifications, etc. UTC will honor your request to withhold Directory Information but cannot assume responsibility to contact you for subsequent permission to release any information.**

I, \_\_\_\_\_, have carefully read the above and request that Directory Information not be disclosed, except as required by FERPA, by the University without my prior written permission. This request remains in effect until revoked by me. **NOTE: If you have provided someone with FERPA access to your information please revoke the FERPA authorization at this time.**

\_\_\_\_\_  
Student Signature Date UTCID

I, \_\_\_\_\_, revoke my previously submitted request to have my directory information withheld. The University may release my directory information without prior written consent from me.

\_\_\_\_\_  
Student Signature Date UTCID