Students may request OSU-OKC to withhold directory information by submitting this form and a copy of a photo ID to the Registrar’s Office in person, by fax, or by mail.

This request will remain in place until revoked in writing by the student.

Directory Information

In compliance with the Oklahoma Open Records Act and the Family Educational Rights & Privacy Act, OSU-OKC designates the following as Directory Information:

- student name
- address and telephone number
- date and place of birth
- major field of study
- dates of attendance
- degrees earned and completion dates
- participation in officially recognized organizations, activities or sports
- enrollment status (full-time or part-time)
- most recent previously attended educational institution

Important:
Students should carefully consider all options before submitting this request. Withholding directory information means that OSU-OKC will not release ANY information about a student to a third party. This means that OSU-OKC will not be able to confirm your enrollment to an outside agency, verify a degree to a potential employer, publish your name in the university’s Commencement program, or other similar situations. Students who request directory information be withheld may not be able to conduct business or receive information about his or her record by telephone if it requires the university to provide information. Please note that the university may and will continue to share your educational information for educational purposes as allowed under the Family Education Rights & Privacy Act of 1974 (FERPA).

Exception: Parents of dependent students, as defined by the IRS, are excluded from this request for non-disclosure. Parents may have access to their student’s educational records if they provide a copy of the most current IRS Form 1040 to the Registrar’s office. Student records are also accessible to members of the OSU-OKC faculty and staff who have a legitimate educational need to access the records in performing their duties, to another educational institution to which the student is applying or attending, and in response to a lawfully issued court order or subpoena.

Authorization for Non-disclosure

Understanding my privacy rights under FERPA and the Oklahoma Open Records Act, I request that OSU-OKC withhold my directory information:

Student Name

CWID

Student Signature

Date

Admissions/Records staff member

Date

Type of Photo ID presented:  □ Driver’s License  □ Student ID  □ Other

For office use only:  □ screen 11 flag  □ screen 148

Updated 2/12/2012