



DALLAS INTERNATIONAL UNIVERSITY

STUDENT REQUEST TO WITHHOLD DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows Dallas International University (DIU) to disclose "Directory Information" to a non-institutional third party without prior permission from the student.

Directory information is defined by DIU to include:

• Student's name	• Local address
• Telephone number	• Email address
• Major field of study	• Classification (e.g., PhD, MA, BA, Certf.)
• Enrollment status (graduate, undergraduate, part-time, full-time)	• Dates of attendance
• Expected graduate date or degree awarded date	• Thesis title
• Degrees, honors and awards received	• Photo or video directly related to the student

Regarding photos and videos as part of a student's education record, DIU follows the guidance of the [US Department of Education](#). Photos or videos maintained by DIU are considered part of a student's education record when they are "directly related" to the student. For the purposes of FERPA compliance, a photo or video is considered "directly related" to a student when:

- 1) DIU uses the photo or video for disciplinary action (or other official purposes) involving the student (including the victim of any such disciplinary incident);
- 2) The photo or video contains a depiction of an activity...
 - that resulted in DIU's use of the photo or video for disciplinary action (or other official purposes) involving a student (or, if disciplinary action is pending or has not yet been taken, that would reasonably result in use of the photo or video for disciplinary action involving a student);
 - that shows a student in violation of local, state, or federal law;
 - that shows a student getting injured, attacked, victimized, ill, or having a health emergency;
- 3) The student is a main focus. This includes images of the individual alone, in a group of up to three, or in a larger group setting focused on the individual alone; OR
- 4) The audio or visual content of the photo or video otherwise contains personally identifiable information contained in a student's education record.

If you wish to restrict DIU's disclosure of your directory information, sign this form and submit it to the DIU Registrar's Office. Non-directory information may only be released with your written consent unless otherwise permitted by federal law. DIU assumes no liability for the effects of honoring your instructions to withhold information. DIU will remove your restricted classification only when a written request to *rescind* that classification is submitted to the DIU Registrar's Office.

NOTE: FERPA Restriction is not retroactive. Once a Catalog has been published, we cannot easily remove photos that were not restricted at the time of printing. It is the student's responsibility to review the DIU website, official social media sites, and other university publications for directory information from your education record that may have been posted prior to this request. Any identified directory information should be brought to the attention of the Registrar.

I have read the above paragraphs and understand the consequences of my action. I hereby request that Dallas International University restrict the release of ALL directory information.

Student's Printed Name

Student's Signature

Date

Return completed form to the Office of the Registrar.

Dallas International University, 7500 W. Camp Wisdom Road; Dallas, TX 75236
Phone: 972-708-7340 ext 2350 Email: registrar@diu.edu