

SOUTHWESTERN

FERPA Privacy Notice

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives UT Southwestern the right to disclose such information to anyone inquiring without having to ask students for permission. Students can specifically request in writing that all such information not be made public without their written consent. FERPA regulations and related institutional policies are included in each school's official catalog available in print and on the campus web-site at <http://www.utsouthwestern.edu>. UT Southwestern has defined the following data as "Directory Information": name; address and telephone number; major field of study; participation in recognized activities; dates of attendance; enrollment status; most recent previous educational institution attended; classification; degrees and awards received; and date of graduation.

Students have the right to withhold the disclosure of all "Directory Information" data by submitting this form to the Office of the Registrar. Students may designate their "Directory Information" restriction preferences at any time, but are strongly encouraged to record their preference at the time of registration. Changes will be effective within two working days after the receipt of this form. Your FERPA designation will remain in effect until superseded by a subsequent request even after the conclusion of your student enrollment.

Please consider very carefully the consequences of any decision made by you to withhold "Directory Information," since requests for such information from a broad spectrum of persons or organizations will be refused. (This spectrum includes prospective employers, scholarship agencies, prospective institutions to which you might apply, honors programs, classmates, and family members.) UT Southwestern will honor your request to withhold "Directory Information" and cannot assume responsibility to contact you for subsequent permission to release the data.

Please indicate below your preference to UT Southwestern regarding its release of your "Directory Information" by checking one of the following:

- UT Southwestern has my permission to release "Directory Information" as described above. If the Office of the Registrar fails to receive this form, we will assume that you have selected this option.
- I have carefully read the above information and DO NOT want my "Directory Information" released without my prior permission.

Print Name

Date

Signature

Student ID Number

Program: _____

Class(medical only): _____

Return with other registration materials:
UT Southwestern Medical Center
Office of the Registrar
5323 Harry Hines Blvd.
Dallas, Texas 75390-9096
Tel. 214-648-3606 / Fax. 214-648-3289

With few exceptions, you are entitled on your request to be informed about the information UT Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Southwestern correct information about you that is held by us and that is incorrect, in accordance with procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UT Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. Of the Texas Government Code) and rules. Different types of information are kept for different periods of time.