

MERCYHURST UNIVERSITY

Request to Prevent Disclosure of Directory Information

Mercyhurst University may release the following directory information without the student's permission: student name, address, e-mail address, telephone number, dates of attendance, class standing, enrollment status (undergraduate, graduate; full or part-time), major or minor fields of study, degrees conferred (including dates), honors received, participation in officially recognized sports and activities, height and weight of athletic team members, photographs, date and place of birth, and most recent educational agency or institution attended.

Please consider very carefully the consequences of any decision you make to withhold directory information, as any future requests for such information from insurance agencies, prospective employers, or other educational institutions will be refused. In addition, your name is not announced at commencement, is excluded from the commencement program and senior annual, and is excluded and from University publications that recognize awards and honors, including the Dean's List. If an inquiry about your student status is made, the staff in the Registrar's office will respond as follows: I have no information that I can release related to this individual.

Students who prefer non-disclosure of directory information must maintain both current local and permanent addresses and telephone numbers with the Registrar's Office. The University will honor a request to withhold these items of information. The Registrar's Office will attempt to contact you, but cannot assume responsibility for communicating with you every time a request is received. Regardless of the effect upon you, Mercyhurst University assumes no liability for honoring your instructions that such information be withheld.

This decision remains in effect throughout your enrollment at Mercyhurst University and following graduation or withdrawal.

If you do not want Mercyhurst University to release your directory information, please check the box below.

Do not release directory information without my written permission and do not post my name, e-mail address, or campus mailbox on the Mercyhurst University Online Directory.

Signature _____ Date _____

Return this completed form directly to the Registrar's Office, Main 106. You may also mail it.

Mailing address: Registrar's Office
Mercyhurst University
501 East 38th St.
Erie, PA 16546

Please Note: If you decide to reverse your decision to withhold directory information, you need to request and complete the form, Permission to Release Directory Information, available at the front desk, Registrar's Office, Main 106.