



MCPHS
UNIVERSITY

Office of the Registrar

Request to Prevent Disclosure of Directory Information

In compliance with the *Family Educational Rights and Privacy Act of 1974*, a student may request that no directory information be released to any person or agency outside MCPHS without express written authorization except when required by law from that student.

MCPHS identifies directory information as:

- Student name
- Gender
- Student ID
- Local address
- Permanent address
- University email address
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a freshman, sophomore, junior, senior, or graduate, or by number referring to such classes
- Course load—full time or part time
- Participation in officially recognized activities
- Dates of attendance and graduation, and degrees received
- Most recent previous educational institution attended
- Honors and awards received, including selection to a dean’s list or an honorary organization
- New England School of Acupuncture Clinical Internship Schedule

If you request that **NO** directory information be released, you should be aware of the following:

1. Any third party, such as a prospective employer, will be required to submit proof of your written authorization to release information before MCPHS will release or verify any information. You should provide written authorization to any agency, company, employers, etc. which may need to verify any directory information beforehand.
2. You will not be included in MCPHS publications (e.g. Dean’s List, Honor Society programs).
3. Your name will continue to appear on class lists where access is limited to members of the class.
4. Your record will remain available to administrative staff with a legitimate academic interest including advisors and Deans.
5. Your request to prevent disclosure will remain in effect until a separate written request is provided to the Registrar’s Office asking for removal of the directory block.

I have read and understand the above and hereby request that no directory information be released by MCPHS University.

MCPHS ID # _____

Print Your Name _____

Signature and Date _____