E

Office of Records and Registration
Eastern Michigan University
304 Pierce Hall ● Ypsilanti, MI 48197
Phone: (734) 487-4111 ● Fax: (734) 487-6808
registrar@emich.edu

Confidentiality Request Form

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Name:	**EID:**

Policy: Based on FERPA guidelines, specific information about enrolled students is eligible for release unless the student requests that it be held confidential. Please refer to the published policy in the University Catalog for additional information. The following information is considered to be available unless confidentiality is requested: name; email address; place of birth; major field of study; participation in recognized activities and sports; weight & height of members of athletic teams; dates of attendance; enrollment status (undergraduate or graduate, full-time or part-time); grade level (e.g. freshman or junior); degrees, honors and awards received (including, but not limited to, the Dean's List); candidacy for degree; and the most recent previous educational institution attended by the student.

Mark the item(s) which you request to be held confidential below. **Once restrictions are in place they can be removed only by the written request of the student.** Be certain that you understand the possible implications of your request. **IN ALL CASES LISTED BELOW WE WILL RELEASE INFORMATION WHEN REQUIRED BY FEDERAL OR STATE LAW OR FOR PURPOSES OF FINANCIAL AID.**

Online Directory: By requesting this category, you are requesting that your name and email address not be published in EMU's Online Directory. Note: selecting this option only excludes you from the Online Directory. If you do not want demographic or other information released outside the University, complete the appropriate sections below.

_____ Online Directory Exclusion (XDR)

Demographic Information for External Use: By requesting this category of items you prevent any item marked from being released outside the University. **EMU would not provide this information to anyone.**

_____ Name/Prior Name (XNA)

_____ E-Mail Address (XEM)

Enrollment Information and Verification: By requesting this category, you prevent release of any enrollment information outside of the University. **You will prevent EMU from releasing information confirming your enrollment in general (for example: to potential employers) without a signed and dated written request. EMU defines enrollment information as academic level (UG or GR), dates of attendance, and enrollment status (full time or part time).** No specific course enrollment information would ever be released without your written consent.

_____ Enrollment/Attendance/Level (XEN)

Degrees and Awards: By requesting this category of items, you prevent the release of any information related to degrees, honors, awards, majors or minors outside of the University until this request is revoked. **Your name would not appear in the commencement program or any other publication. EMU would not release information to potential employers without your written consent.**

_____ Degrees/Awards (XDG)

_____ Major (XMJ)

Officially Recognized Activities: By requesting this category, you prevent the release of any information about participation in officially recognized activities (with the exception of Athletics and Sports Information Offices) outside of the University.

_____ Co-Curricular or Athletic Information (XAC)

Previous Institution: By requesting this category, you prevent release of the name of the most recent previous institution you attended outside of the University.

_____ Most Recent Previous Institution (XIN)

_____   _____

Student Signature   **Date**

Please submit completed requests to Office of Records and Registration via mail, fax or email"
303 Pierce Hall Ypsilanti, Michigan 48197 Email: registrar@emich.edu Fax: 734.487.6808