



1660 S. Albion St.
Suite 525
Denver, CO 80222

(800) 373-7814 – Phone
(303) 200-7428 – Fax
www.aspen.edu

OFFICE OF THE REGISTRAR
Request to Withhold Directory Information

Student Information

Please fill out all fields.

Name: _____ Learner ID Number: _____
Address: _____
Phone: (____) _____
Email Address: _____

According to FERPA regulations, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information such as a student's name, area of study, dates of attendance, and degrees awarded unless the student has requested in writing that this information not be released.

Students who do not want directory information to be released are responsible for notifying the Office of the Registrar and may do so by completing this form. Students should understand that a request to withhold directory information will mean that ALL inquiries: e.g., confirmation of attendance or degrees by companies seeking information on applicants for employment, cannot be honored unless accompanied by a signed release from the student.¹

Indicate below whether you are requesting that directory information NOT be released or that a previous request be terminated.

_____ I have read the above information and I am requesting that the directory information in my record as defined above not be released. I understand from the information provided on this form that, under the Family Education Rights and Privacy Act of 1976 (FERPA), there are still some circumstances under which Aspen University must release information regarding my record.

_____ I am terminating my previous request for the withholding of directory information as defined above and give Aspen University my permission to release the directory information in my record without notice.

Student Signature

Electronic signature not accepted

Date

Return completed forms to:

Email: registrar@aspen.edu

Fax: 303.200.7428

Mail: Aspen University
Attn: Registrar's Office
1660 S. Albion St.
Suite 525
Denver, CO 80222

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Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Aspen University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Aspen University may disclose appropriately designated "directory information" without written consent, unless you have advised Aspen University to the contrary in accordance with Aspen University procedures. The primary purpose of directory information is to allow Aspen University to include this type of information from your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information such as a student's name, area of study, dates of attendance, and degrees awarded. More information about Aspen University's FERPA policy may be found at: <http://www.aspen.edu/admissions/university-policies#61>

¹ **Note:** Under the Family Educational Rights and Privacy Act of 1976 (FERPA), Aspen University is required by law (whether or not the student has requested that directory information be withheld) to release student information without written consent of students to authorized representatives of federal and state-supported programs; e.g., state educational authorities, Veteran's Administration, etc.