



DIRECTORY INFORMATION NON-DISCLOSURE FORM

Request for a Directory Information Hold

Directory Information. Mid-Atlantic Christian University, in compliance with the *Family Rights and Privacy Act of 1974, as Amended (FERPA)*, has designated the items listed below as *Directory Information* (public information, which would not generally be considered harmful or an invasion of privacy if disclosed). MACU may, as permitted under FERPA, release or use this information without the student's written consent or approval.

DIRECTORY INFORMATION

- student name
- student address(es) (including phone/email)
- dates of attendance, including date of graduation
- major field(s) of study
- degree(s) conferred
- previous institutions attended
- honors or awards received
- participation in recognized activities and sports

Mid-Atlantic Christian University will honor your request to place a *Directory Information Hold* on this information, but cannot assume responsibility to contact you for subsequent permission to release the hold. The College assumes no liability as a result of honoring your instructions to block your *Directory Information*. The absence of such written notification indicates individual approval for disclosure.

- Mid-Atlantic Christian University *does not release Directory Information* to third parties to be used for commercial purposes. Students have the right to block (except with their express written consent) the release of their *Directory Information*. This request can be made by submitting this signed form preferably at the beginning of the term but can be submitted at any time. It will be honored by MACU until removed, in writing, by the student. Should a student decide to request that MACU block the release of this information, any future requests for this information will be refused.
- **Student Directory.** For campus use Mid-Atlantic Christian University currently makes the following information items available through the *Student Directory*: student's name, campus address, phone number, and college e-mail address. If you do not want this information to appear in the *Student Directory*, please submit this form. The submission of this form will render all FERPA designated *Directory Information* private.

The College may disclose personally identifiable information from an educational record of a student without the consent of the student pursuant to FERPA if the disclosure is to a consultant, contractor, or other agent of the College. Such third parties must be engaged to perform services or functions for the College that the College would otherwise perform itself, but which has been outsourced to the third party because of its expertise, experience, or ability to perform the service for the College in a more efficient or effective way than the College could perform it. Confidential student information may be provided to the contractor or agent only to the extent necessary to perform a function that the College requests. Any such third party must also be bound by the confidentiality requirements of FERPA.

This form may be signed, dated and delivered to:

Registrar's Office, Directory Information Hold
Mid-Atlantic Christian University,
715 N. Poindexter St., Elizabeth City, NC 27909

DIRECTORY INFORMATION

Choose an option

1. _____ MACU may release my directory information.
2. _____ I direct Mid-Atlantic Christian University to block the release of my *Directory Information* until directed by me in writing to make this information available to non-institutional persons or organizations.

Name: _____ Date: _____