

## Directory Exclusion Request and Authorization

Any student who wishes his/her directory information to be unlisted must submit a written request to the Registrar. Current students will complete and submit this form advisably within 14 days from the start of classes for Directory Information to be excluded. Completed forms must be presented in person, with appropriate identification, or mailed. Requests received by mail must be notarized or they cannot be processed.

Under the provisions of the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Colleges may disclose information about a student designated as "directory information." This information can, by law, be released to the general public and may be listed in the campus directory. SUNY Cortland has designated the following as Directory Information:

- Name
- Permanent address
- Telephone numbers
- SUNY Cortland e-mail addresses
- Local telephone number as listed in Campus Information Directory
- Local Address as listed in Campus Information Directory
- Individual photograph or electronic image
- Class standing
- Age in years
- Academic major
- School of study
- Dates of attendance
- Degree(s) earned
- Honors, awards, special recognitions, scholarships
- Participation in officially recognized college activities, events, and sports
- Height and weight (student athletes only)
- Student's most recent educational institution attended

No other student information is released to non-college or SUNY personnel without consent and written permission, except where the law requires or allows us. Directory exclusion will remain on your SIS record, unless you request removal by notifying us in writing.

Directory exclusion means that the student's name and other information is excluded from the printed directory and college online directories and notices. It also means that the College will not release directory information to third parties without a signed release from the student, except where we are required by law or state/federal authority in accordance with the Family Educational Rights and Privacy Act (FERPA). SUNY Cortland's FERPA policy may be accessed online: <http://www.cortland.edu/FERPA>

Please note that directory exclusion may limit us from assisting you in certain ways. Examples:

- You will not receive general campus mailings - including mailing for services and facilities provided by the College, except where we are required to provide it by law or policy (email and mail pertaining to your specific record or disposition will not be impacted).
- Your name will not be included in announcements such as honors announcements, dean's list, awards, commencement programs, or other announcements of social, professional, athletic or academic achievements, including the Commencement Program.
- We will not be able to communicate with insurance companies or other vendors where you may be seeking verification, including "good student discounts".

Directory Exclusion does not limit access to your file by authorized individuals nor does it apply to employment information. It does not prevent disclosure of personally identifiable information from a student's record to authorized representatives of federal, state and local agencies, or any of the other exceptions to signed consent found within the FERPA regulations. Information can be released to comply with a judicial order or lawfully executed subpoena. Directory exclusion also does not give a student the right to be anonymous in class or to be removed from class rosters or Blackboard classrooms.

### Your Contact Information

Current Name: \_\_\_\_\_ Cortland ID (C-Number): \_\_\_\_\_

*If your Cortland ID is unknown, do NOT provide your SSN.*

Previous Name (If Applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*DOB is provided/used to locate records only when the Cortland ID is not provided.*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*NOTE: If your legal name or address has changed, you must also complete the Personal Data Change Form to update your record.*

### Authorization

In accordance with the Family Educational Rights and Privacy Act (FERPA), I wish to have my name excluded from public listings provided by the College. A confidential notice will be placed on my academic record, and the College will be required to seek student consent to share directory information with third parties, except where we are required or allowed by law to do so.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARY PUBLIC – The signature of the student named above must be notarized, ONLY if not presented in person with ID.

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_ On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

## Resource List

Students request Directory Exclusion for any number of reasons. You do not need to provide a reason or justification for requesting the exclusion to the College, and no justification is required or requested on the request forms.

The following resources are provided to all students making directory exclusion requests with this form. We encourage you to reach out to any of these resources should you need additional assistance from the College.

For additional campus assistance, resources, and grievance options related to issues such as stalking, relationship violence, sexual violence, and/or sexual harassment, please visit [www.cortland.edu/titleix](http://www.cortland.edu/titleix) for contact and other information.

<b>Office</b>	<b>Location</b>	<b>Web</b>	<b>Phone</b>
University Police	Van Hoesen Hall C-17 (24 hour)	<a href="http://cortland.edu/upd">cortland.edu/upd</a>	Emergency: 607-753-2111 or 911 Non-Emergency: 607-753-2112
Title IX Office	Miller Building 403	<a href="http://cortland.edu/titleix">cortland.edu/titleix</a>	607-753-4550 or 607-753-2201
Counseling Center	Van Hoesen Hall B-44	<a href="http://cortland.edu/counseling">cortland.edu/counseling</a>	607-753-4728
Student Conduct Office	Corey Union 409-B	<a href="http://cortland.edu/student-conduct">cortland.edu/student-conduct</a>	607-753-4725
Student Affairs Office	Corey Union 407	<a href="http://cortland.edu/student-affairs">cortland.edu/student-affairs</a>	607-753-4721
Student Health Services	Van Hoesen Hall B-26	<a href="http://cortland.edu/shs">cortland.edu/shs</a>	607-753-4811
Health Promotion Office	Van Hoesen Hall B-1	<a href="http://cortland.edu/health-promotion">cortland.edu/health-promotion</a>	607-753-2066
Substance Abuse Prevention and Education Office	Van Hoesen Hall B-1	<a href="http://cortland.edu/sape">cortland.edu/sape</a>	607-753-2066
SAFER (Students Active for Ending Rape) Student Advisor	Van Hoesen Hall B-1	<a href="http://cortland.edu/safer">cortland.edu/safer</a>	607-753-2066
Multicultural Life and Diversity	Corey Union 407-A	<a href="http://cortland.edu/multicultural">cortland.edu/multicultural</a>	607-753-2336
Residence Life and Housing	Van Hoesen B-33	<a href="http://cortland.edu/reslife">cortland.edu/reslife</a>	607-753-4724
Affirmative Action Office	Miller 301	<a href="http://cortland.edu/affirmative-action">cortland.edu/affirmative-action</a>	607-753-2302
SUNY Cortland Campus Ministries	7 Calvert St. Cortland NY 13045	<a href="http://cortland.edu/campus-ministries">cortland.edu/campus-ministries</a>	607-753-1002