

# FERPA: REQUEST TO WITHHOLD DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA), the College for Creative Studies (CCS) will “withhold” student “Directory Information” with the student’s written consent, using this form. The FERPA policy is explained in the CCS Policy Database available to students.

**This authorization form must be complete and signed by the student**, otherwise it will be recorded as invalid/voided.

**Submit this form to the Academic Advising & Registration Office (AARO) in person (valid photo ID required).**

## STUDENT DIRECTORY INFORMATION

**CCS defines the following as directory information:**

- Student’s name
- Dates of attendance
- Graduation date
- Major/Academic Programs
- Degrees, honors, and awards received

## WITHHOLDING DIRECTORY INFORMATION

**It is important that students understand the consequences of withholding directory information:**

- If you request that this information be withheld, your directory information will be available only to college faculty and staff on a “need to know” basis.
- Any future request for directory information from non-institutional persons, organizations, other students, or relatives will be denied.
- CCS/AARO will not be able to verify enrollment or confirm a degree earned for possible employment, insurance purposes, galleries/businesses, etc.
- Withhold requests will remain effective until you cancel the request in writing to the AARO (including after graduation, leave of absence, etc).

## STUDENT SIGNATURE/REQUEST TO WITHHOLD

- **I have read the above information and wish to have my directory information withheld.**
- **If I wish to release any directory information in the future, I acknowledge that I must go to the AARO to:**
  - 1.) **Cancel the directory information withhold request (OR)**
  - 2.) **Submit an individual written request at anytime for the AARO to release directory information on an “as needed” basis.**
- **I understand CCS/AARO will not be responsible for the release of directory information prior to receiving the “Request to Withhold Directory Information” form.**
- **I understand CCS/AARO cannot assume responsibility to contact me for subsequent permission to release directory information, nor will CCS/AARO assume liability for honoring my request to withhold directory information.**

Student Name (Print)

Student ID#

Student Signature

Date

*FOR AARO USE ONLY*

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN FORM TO:**  
College for Creative Studies  
Academic Advising & Registration Office (AARO)  
201 East Kirby Street, Detroit, MI 48202  
Phone: (313) 664-7672