

I am requesting that my Xavier University academic record be made confidential. I understand this request prevents the release of any “directory information” concerning my record. Directory information includes:

- Student’s name
- All addresses including e-mail
- Telephone listings
- Major field of study
- Number of hours registered
- Full or part-time status
- Birth date/ Birth place
- Class standing
- Dates of attendance
- Degrees awarded
- Special honors
- Special awards
- Most recent institutions attended
- Photograph

For more information about Privacy Rights, please refer to the Xavier University Catalog.

Xavier University will honor this request until the student withdraws it, which must be done in writing.

Please make my Xavier University record confidential.

Name (please print): _____

Social Security #: _____

Local Address: _____

Signature: _____ Date: _____

Please note

We strongly encourage students to file a report with the Office of Campus Police if harassment or intimidation is occurring.

<i>Office use only</i>
Restriction by (initials): _____
Restriction on (date): _____