

**REQUEST TO WITHHOLD DIRECTORY INFORMATION  
CONFIDENTIAL HOLD DARTMOUTH COLLEGE**

Name \_\_\_\_\_ Dartmouth ID [DID] \_\_\_\_\_

The Family Educational Rights and Privacy Act and its implementing regulations (collectively, FERPA) allow Dartmouth to disclose certain basic information about you, known as “Directory Information,” without obtaining your permission. Directory Information includes the following; name, age, date and place of birth, student ID number, dates of attendance, enrollment status, class year, major, awards and honors, home address, telephone number, Dartmouth email address, relationship to an alumnus or alumna of the College, degrees awarded, campus address and telephone number, previous educational institutions attended and degrees awarded, extracurricular activities, student photo, a student-employee's employing Dartmouth business unit, and weight and height of members of athletic teams. [The Student Handbook](#) has more information on the Dartmouth Directory Information policy.

***If you agree that Dartmouth can disclose your Directory Information, there is no need for you to take any action.***

If you do not want Dartmouth to disclose Directory Information, you must fill out this form requesting a confidential hold be placed on your account.

Please consider the consequences of any decision to withhold Directory Information. If you choose to withhold Directory Information, you will not appear in the College’s online directory or any directory produced by Dartmouth. Without your specific written approval, Dartmouth College officials will not be able to confirm or deny your enrollment or graduation, unless the disclosure would otherwise be permitted by [FERPA](#). Other possible consequences of a confidential hold include missed mailings, messages and announcements for students and their family/supporters. Your decision to withhold Directory Information applies to the Commencement Program as well. If you have a confidential hold that runs through the year during which you receive a degree and if you want your name to appear in the program, you must inform the Undergraduate Deans Office in writing. Once you place a confidential hold on your account, it will remain in place until you inform the Undergraduate Deans Office in writing that you would like the hold lifted.

You may complete this form at any time, but if this form is not received in the Undergraduate Deans Office prior to August 1, your information may be included in any of several printed directories produced at the beginning of each academic year.

If you wish to withhold Directory Information, please fill in the information at the top of this form, sign and date below, and return the completed form to the Undergraduate Deans Office in person, Carson 125, or via email, [undergraduate.deans.office@dartmouth.edu](mailto:undergraduate.deans.office@dartmouth.edu).

Signature \_\_\_\_\_ Date \_\_\_\_\_