
FERPA AND DIRECTORY INFORMATION MEMORANDUM

TO: All Students
**FROM: Latoya Whitaker, Ed.D., Director,
Academic Services & Registrar**
RE: Non-Release of Directory Information

If you wish Baylor College of Medicine to withhold disclosing directory information, which also includes the Baylor profile search, please complete the following non-release request.

I have received information regarding the issues related to FERPA regulations, Directory Information, and the Baylor Email address for Academic Year 2024-2025.

I decline release of my Directory Information at the discretion of school officials thereby declining participation with inquiries, programs, services, and publications of Baylor College of Medicine.

Please consider very carefully the consequences of any decision by you to prevent disclosure of directory information. Should you decide to inform the institution not to release this information, any future request for such information from non-institutional persons or organizations must be accompanied by a signed release from the student.

Non-Disclosure of directory information means that you may not be listed online as a current student in your program or as a member of student groups/labs. The restriction will also prevent your name from appearing in the BCM profile search and in the commencement program.

The Baylor Email address is the property of Baylor College of Medicine and may be released without student permission. Photography of students related to academic publications, group events, and class composite may be released and publicized by Baylor College of Medicine internally to school officials without individual student permission.

Students may elect to change their designation at any time by providing written notification to the Office of the Registrar.

Name: *(please print)* _____

I request that NO Directory Information be released without my consent.

Signature

Date