

# FERPA

*Family Educational Rights & Privacy Act*

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## **REQUEST PRIVACY**

### **Directory Exclusion**

A request for directory exclusion prevents publication of directory information in the printed Student Telephone Directory and the Web Directory. To be excluded from the printed Student Telephone Directory, a request for directory exclusion must be made no later than the 14th calendar day of the term from the beginning of Fall term classes. There is no deadline for exclusion from the Web Directory.

Directory Exclusion prevents publication of directory information and release of information to non-University (external) entities. However, information will still be disclosed without the consent of the student at the request of University (internal) entities. To take additional steps for privacy, please see "Additional Steps for Privacy" below.

*To request Directory Exclusion, print the Exclude Me From the Web & Printed Student Directory form, complete it, and mail or fax it to*

Student Data Resources  
218 Student Services Building  
The University of Tennessee  
Knoxville, TN 37996-0220

Fax Number (865) 946-1841  
Phone Number (865) 974-2108

### **Privacy and Your E-mail Account**

Web Directory exclusion does not disable use of e-mail services or Blackboard.

### **Additional Steps for Privacy**

A student may request that additional steps be taken that prevent any disclosure of directory information to UT and/or non-UT entities. In this case, a request must be made in person to Student Data Resources, 218 SSB, (865) 974-2108.

### **Directory Exclusion for Students who are also UT Employees**

If a student who is also a UT employee requests privacy, no listing will appear in the Web Directory with either employee or student information. However, a request for privacy of student information will NOT affect the listing in the printed Faculty and Staff Directory.

*For questions about employee directory information, contact Ms. Jody Huff, [jhuff1@utk.edu](mailto:jhuff1@utk.edu), 115 Andy Holt Tower, (865) 974-5251.*