STUDENT INFORMATION SUPPRESSION REQUEST

The privacy of Student Education records is governed by FERPA (Family Education Privacy Act). Certain information called “Directory Information” in FERPA may be disclosed by an institution without consent. A list of information designated by GSU as directory information is set out at the end of this document but involves contact information generally available in the University Directory and other student information that is available upon request.

Registered students may request suppressing of their Directory Information (i.e. keep it from being disclosed via the University Directory or upon request) by submitting a completed Student Information Suppression Request. This form may also be used to release a previously submitted suppression request. A request to suppress student Directory Information may be submitted at any time. However, to keep Directory Information from being included in various printed University publications, such requests should be submitted BEFORE the end of the drop/add period for Fall Semester.

IMPORTANT NOTE: A request for suppression of Directory Information prevents potential employers from verifying degrees earned and dates of enrollment.

Georgia State University currently designates the following types of student information to be Directory Information: student name, mailing addresses, telephone number, date and place of birth, major field of study, full or part-time status, participation in officially recognized activities and sports, degrees and awards applied for and/or received, dates of attendance, previous educational institutions attended by the student, photographs and other recorded images, and, with respect to members of athletic teams, height, weight, age, hometown, hobbies, and general items of interest.

Check Applicable Request Box:  
I want my Directory Information suppressed.  
I no longer want my Directory Information suppressed.

Student Name  Panther ID  Telephone

Student Signature  Date

Forms must be completely filled out, signed and submitted together with Panther ID or other valid photo ID or they will not be processed. Please allow 5 to 7 business days processing time after submitting your request to the Office of the Registrar. The effective date for the suppression request will be the day AFTER the date your request is processed. Information previously released or published prior to the suppression date may not be retracted.

Submit completed Request form and valid photo ID as follows:
In person to the Enrollment Services Center, Room 227, Sparks Hall or Fax this form and valid photo ID to Academic Records at 404-413-2220.

Internal Use ONLY:  
In Person  Fax

ID checked:  
Received Date:  Staff Unit and Initials  
Processed Date:  Staff Unit and Initials  

Updated May 2014