Privacy Request

This web page allows you to view and control the level of disclosure you permit for your Student Directory Information.

The Family Educational Rights and Privacy Act (FERPA) gives students the right to refuse to permit USF to publish or disclose items of Directory Information pertaining to them.

What is disclosure?

Permission to access, release, transfer, or communicate personally identifiable information. Provision of common disclosures includes: an enrollment verification to your insurance company; a degree verification to a prospective employer; your name listed in the USF Directory, or Commencement and Honors programs; or your name, address, or telephone number being made available to the public for marketing purposes.

What is Student Directory Information?

Directory Information includes student name, addresses and telephone listings, birth date, major field of study, dates of attendance, enrollment status, degrees and awards received, participation in officially sponsored activities and sports, prior educational institutions, photographic images, and other similar information.

What Information is not considered directory information?

Student Social Security Number, citizenship, gender, grades, GPA, email, and other similar items not specifically listed as Directory Information are not disclosed to “non-university officials” without prior written consent of the student.

When should privacy requests be submitted?

To be excluded from the annual printed USF Directory, your request must be received by the Office of the Registrar on the Tampa campus by the end of the second week of classes in the fall semester. No public disclosures will be made until after this deadline. The Office of the Registrar will accept privacy requests throughout the year but assumes no responsibility for disclosures made prior to receipt of the request.

How long does my request last?

Privacy requests will become effective within 45 days of receipt by the USF Registrar's Office (Tampa) and will remain in effect until you have been awarded a degree from USF or until you have not been enrolled at USF for three consecutive semesters or you have provided authorization to the Office of the Registrar requesting removal.