

Student Name:

I, the undersigned, hereby revoke consent of Columbia Southern University (CSU) to release any directory information contained in my student records. Directory information is identified by CSU as name, address, telephone number, email address, date and place of birth, honors and awards, dates of attendance, major field of study, enrollment status, previous institutions attended, photograph or other comparable information.

<b>Legal Name (Print)</b>			
<b>Student ID Number</b>		<b>Last 4 Digits of SSN</b>	

Please check one of the following:

Revoke Individual

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Revoke all parties \*

\*FERPA allows schools to disclose student records, without consent to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit of evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities

Signature: \_\_\_\_\_

PLEASE PRINT AND SIGN THIS FORM. THIS SIGNED FORM MUST BE MAILED, EMAILED, OR FAXED ALONG WITH PHOTOCOPIED PROOF OF IDENTIFICATION (i.e. Drivers License, Social Security Card, etc.) TO:

ATTN: Office of the Registrar Columbia Southern University  
P.O. Box 3110  
Orange Beach, Alabama 36561 Fax: (251) 224-0575  
[Registrar@ColumbiaSouthern.edu](mailto:Registrar@ColumbiaSouthern.edu)

The Office of the Registrar will confirm that your student directory information is being held confidential upon receipt of request.

Columbia Southern University utilizes various forms of automated technology communication with students. For quality purposes, CSU may monitor and/or record these communications. By submitting the Request to Revoke Directory Information Release, students and/or their representatives are consenting to monitoring and/or recording of such communications to include, but not limited to, phone, email, and text messaging.