



Submit to:
322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876, Fax 405-744-8426
registrar@okstate.edu

ONE-TIME DIRECTORY HOLD EXCEPTION FOR COMMENCEMENT PROGRAM

I request that Oklahoma State University grant a one-time exception to my request to withhold directory information solely for the purposes of including my name as a degree candidate in the upcoming Commencement Program. I understand that by signing this exception memo, I am requesting that the OSU Registrar's Office print my full name and expected degree program in the _____ Commencement Program as a degree candidate. (Semester and Year)

I understand that the Commencement Program Book will be available in printed form to anyone who attends the Commencement Ceremony, will be provided to other graduates and their families who request books from the Registrar's Office, and will be published on the OSU Registrar's website in PDF format.

I understand that this one-time exception will not lift my OSU directory hold for other purposes. My written consent will be required for OSU to provide directory information to individuals who do not have rights to view my educational records under FERPA, such as to prospective employers who request verification of my degree. Should I decide in the future to lift my directory hold, I will complete the directory hold revocation form at that time.

Should I need to extend my graduation date to a future term, I understand that I will need to sign a new one-time directory hold exception memo at that time if I wish my name to be included in a future Commencement Program.

Student's Printed Name

Student ID

Student Signature

Date

Submission deadlines:

Spring commencement - **April 1**
Fall commencement - **November 1**

<i>Office Use Only</i>	
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