



# UW

## Office of the Registrar

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### ONE-TIME DIRECTORY HOLD EXCEPTION FOR COMMENCEMENT PROGRAM

**Submission Deadlines:** April 1 - Spring Commencement | November 1 - Fall Commencement

I request the University of Wyoming 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 UW Registrar's Office print my full name and expected degree program in the \_\_\_\_\_ (term/year) Commencement Program as a degree candidate.

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.

I understand that this one-time exception will not lift my UW directory hold for other purposes. My written consent will be required for UW 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 Name:** \_\_\_\_\_ **W Number:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar Staff Signature:** \_\_\_\_\_

PHOTO ID PRESENTED:  Driver's License  WyoOne  Passport

<b>UW OFFICE OF THE REGISTRAR USE ONLY</b>	
Processed by: _____	Date: _____
NOTE: _____	