

## Request to Withhold Information (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the following information is considered directory information and may be released without student authorization **unless** the student notifies the Registrar in writing that the following information should not be released. Requests objecting to the release of information must be made in writing within fourteen days following the first day of classes. The failure of any student to specifically object to the release of information listed below within the time indicated will be interpreted as approval.

- Name
- Address
- Phone number
- Student campus email address
- Date(s) of attendance
- Date of Birth
- Major field of study
- Honors and awards
- Graduation and degrees awarded
- Credit hours earned

I have read the College's policy on the release of student records (above) and request that all of my records be withheld from the public except where required by law. I recognize that the College works with the National Clearinghouse and my information will continue to be released to them.

I understand that this means that the College will not publish any information regarding academic awards, scholarships or graduation information. Furthermore, I understand it is my responsibility to follow through on any verifications or certifications which must be done as the College will not complete them without my authorization.

I understand I may also request that my directory information not be shared with any military recruiters that request this information.

The College will keep this confidentiality hold intact until graduation information is published for my graduation class. I understand that this can be rescinded by me in writing at any time.

**Choose the following:**    Directory Information    Military Recruiter    Both Directory and Military Recruiter

Printed Name \_\_\_\_\_ Banner Student ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Option to Cancel Above

I, \_\_\_\_\_, request cancelation of the above request as indicated below:

**Choose the following:**    Directory Information    Military Recruiter    Both Directory and Military Recruiter

My directory records can now be released in accordance with College policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Registrar's Office Use Only**

Processed: \_\_\_\_\_

Date: \_\_\_\_\_