



### Request to Prevent Disclosure of Directory Information

The *Family Educational Rights and Privacy Act* of 1974 (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Students who are currently enrolled or formerly enrolled regardless of their age or financial dependency status are protected under FERPA. Deceased students and students who have applied but did not attend an institution do not come under FERPA guidelines. Directory information can be disclosed without violation of FERPA.

Disclosure of student information is also permissible to school officials who have a legitimate educational interest; to federal, state, and local authorities involving an audit of evaluation of compliance with educational programs; to parents of a dependent student; to organizations conducting institutional educational studies; in connection with financial aid; to accrediting organizations; to comply with a judicial order or subpoena; in a health or safety emergency; releasing directory information; releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

Generally, the College is authorized to disclose directory information without student consent.

Directory information includes but not limited to the following:

- Name
- Address
- Awards
- Dates of attendance
- Class
- Previous institution attended
- Major field of study
- Telephone Number
- Date and place of birth
- Past and present participation in officially recognized sport and activities
- Physical factors (height, weight or athletes)
- Honors (includes Dean's List)
- Degree(s) conferred (including dates)

Please mark the appropriate box and affix your signature below to indicate your choice for the institution to disclose the directory information listed above. **Please note that 'parts' of the directory information cannot be withheld.**

Directory information may be disclosed by the College.

Or

Directory information may **not** be disclosed by the College.

**Print Student Name:** \_\_\_\_\_

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

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

Note: If this is not completed prior to the first day of classes (as indicated in the Academic Calendar), it will be assumed that directory information may be disclosed. The indication in this section will not expire or change until a new Request to Prevent Disclosure of Directory Information is submitted.

For Office Use Only

Fall \_\_\_\_\_

Winter \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Rec'd By: \_\_\_\_\_

SIMS/FAPINQ Input Date: \_\_\_\_\_