



Academic Records
Room 223
PO Box 139
Dryden, NY 13053-0139

Phone: 607-844-6500 FAX: 607-844-6550
Email: roc@tc3.edu

Academic Records

DIRECTORY INFORMATION WITHHOLDING REQUEST FORM

I hereby request that all "Directory Information" be withheld in accordance with the Family Rights and Privacy Act. (FERPA)

Directory Information Withholding

Students have the right to request that their directory information be withheld.

This means that the College will not be allowed to acknowledge in any public setting that the student is enrolled at TC3. The student's name will not appear in any College publications, and any accomplishments (such as making the Dean's List, earning the President's Citation, or graduating) will not be shared in public, including the commencement program.

It also means the College will not release ANY information about the student without a signed release from the student.

Directory information is withheld indefinitely until the student notifies the Office of Academic Records in writing that the hold is no longer required.

Directory Information includes:

- | | |
|--|--|
| Name | Previous institution attended |
| Address | Degree info |
| Phone Number | Awards/honors |
| Email | Participation in officially recognized sports activities |
| Photo | Athlete height/weight |
| Dates of attendance | |
| Enrollment status (FT/PT, new, transfer, continuing) | |

Student Name: _____ Student ID #: _____
Please Print

Student Signature _____ Date: _____

Return completed form to Academic Records, room 223.