

Directory Information | Withholding Request Form

Office of Academic Records



PO Box 139 | Dryden, NY 13053-0139 | Phone: 607.844.6500 | FAX: 607.844.6550 | Email: acadrec@tompkinscortland.edu

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 Tompkins Cortland Community College. 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
- Address
- Date of birth
- Phone numbers
- Email address
- Photo
- Dates of attendance
- Program of study
- Enrollment status (Full-time/Part-time)
- Previous institution attended
- Degrees awarded
- Honors and awards
- Participation in officially recognized sports and activities
- Athlete height/weight

Student Name: _____ Student ID #: _____
Please Print

Student Signature: _____ Date: _____

Return completed form to the Office of Academic Records, Room 101