

INFORMATION WITHHOLDING FORM

To: All Students

From: Jim Hull, Dean of Student Life

Re: Requests for Student Information

The Family and Educational Rights and Privacy Act of 1974 states that no information will be given out regarding a student's progress in class, attendance, or behavior unless authorized by the student.

HOWEVER, "*Directory Information*" will be given out at the discretion of the Registrar's Office or the Dean of Student Life Office. This information includes the following:

Category 1: Name, address, telephone number, dates of attendance, enrollment status (full-time, part-time, new, continuing or transfer).

Category 2: Previous institution attended, major field of study, awards, honors (including Dean's List), degree conferred (including dates).

Category 3: Past or present participation in officially recognized sports activities, physical factors.

All students have the right to formally request that the College withhold this "*Directory information*," if desired.

If you wish to have this information withheld, please complete and sign the form below and return it to Dean of Student Life Office in Room 218.

"I hereby request that all "Directory Information" be withheld. I understand that this form will be honored by the College for one academic year only, and therefore, authorization to withhold "*Directory Information*" must be filed annually with the Dean of Student Life Office."

Student Name: _____

Address: _____

Student I.D. #: _____

Signature

Effective Date