



Request For Non-Disclosure of Directory Information

These items listed on the reverse side of this form are designated as **DIRECTORY INFORMATION** by the Board of Regents of Higher Education and may be released by the Northwestern Connecticut Community College (NCCC).

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of any or all of the "Directory Information" listed on the reverse side of this form. Please consider very carefully the consequences of any decision by you to withhold Directory Information. Should you decide to inform NCCC not to release any or all of this Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

NCCC will honor your request to withhold Directory Information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Considerations

1. Please give careful consideration to the consequences of withholding directory information. Should you do this, any future requests for such information, including the fact that you are enrolled, from persons or organizations unaffiliated with the university will be refused. This information will NOT be released even in emergency situations. Our response when an inquiry is received about your student record will be, "We have no information about this person."
2. NCCC will not contact you when a request for information is made; therefore, if you do wish to have information released to a specific person or organization while this request is in effect, you must establish a FERPA Consent to Release for them. No information will be released to anyone, including you, without proof of identity.
3. NCCC will not print your name in graduation, honors and/or awards lists, including newspaper listings if appropriate. Since nondisclosure stays on your record until you file a written request to remove it, please be aware that this will prevent disclosure of your information to any and all prospective employers.
4. You must be a registered student during the term for which you are requesting nondisclosure of information.

*If you do not want the information on the back of this form to be released, **please complete this form and submit it to the Registrar's Office, Green Woods Hall Room 215. You must also show a Photo ID.***

Student ID # @ _____

Student's Name: _____

Student's Address: _____

Student's Signature: _____ **Date:** _____

PLEASE SUBMIT THIS FORM TO THE REGISTRAR'S OFFICE WITHIN THE FIRST TEN (10) DAYS OF THE START OF THE SEMESTER.

FOR OFFICIAL USE ONLY:

OF Date Received: _____ Date Entered Into Banner: _____ By: _____

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

- Student name
- Permanent mailing address
- Month and day of birth
- Photographs
- Student identification number, User ID, or other unique identifier
- Email address
- Telephone number
- University or College previously attended or currently attending
- Dates of attendance
- Full vs. part-time student status
- Awards and honors
- Class standing/year
- Major, minor, concentration and/or program of study
- Degree(s)/Certificate(s) candidacy
- Degree(s)/Certificate(s) earned
- Previous Institutions attended
- Graduation expected/completion dates

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

- Student's name
- Permanent mailing address
- Telephone number
- Age
- Place of birth

- Class standing/year
- Major and/or program of study
- Degrees received
- Most recent educational institution attended
- For purposes of participation in any recognized activity or sports, the following is designated as Directory Information:
 - Student's name
 - City and State of Residence
 - Dates of attendance
 - Class standing/Year
 - Recognized activity or sport
 - Team performance statistics
 - Team position
 - Photos and videos
 - Awards
 - Height and weight of athlete

For purposes of disclosure to/access by the general public, the following is designated as Directory Information:

- Student's name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date
- Connecticut Community College Only - Student identification number, User ID, or other unique identifier