MASSASOIT COMMUNITY COLLEGE

V

Office of the Registrar

Request to Withhold Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law, requires that Massasoit Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. However, Massasoit may disclose appropriately designated "directory information" without written consent, unless you have advised the Registrar's Office to the contrary in accordance with college procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, prospective employers, insurance carriers, news media, and various recruitment agents of the Department of Defense. Massasoit Community College has designated the following information as directory information: *student's name; town of residence; Massasoit email address; major field of study; enrollment status (full time or part time); dates of attendance; grade level (first year or second year); participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees/certificates, honors, and awards received.*

Please complete and return this form if you do not want Massasoit to disclose directory information from your educational records without your prior written consent. Forms are accepted at any time during the year, but they are due to the Registrar's Office by the third week in October if you wish to be excluded from that school year's student-directory listing.

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), I request that my information classified as "directory information" be withheld by Massasoit Community College from public disclosure. By completing this form, I acknowledge that my name will not appear in the media for Dean's List, graduation, or other awards. Similarly, the college will not verify my enrollment with insurance companies, potential employers, etc., without specific written consent. Moreover, I understand that, upon signing this form, a confidentiality flag will be placed on my account, which means that I will be unable to make account changes or receive any account information via phone or any other manner except for correspondence from my Massasoit email account or in person with a photo ID.

Select *one* of the following two options:

☐ Please withhold my directory information until revoked by me.
☐ Please revoke my previous request to withhold my directory information.

Printed name: _____
Last First Middle

Student signature: _____ Date: _____