



Registrar's Office

Student Directory Information FERPA Regulations *Family Educational Rights & Privacy Act*

Name: _____ Student ID#: _____
(Please print)

The following data is considered to be directory information at Saint Joseph's College.

Name ; Address ; Telephone Number ; Date and place of birth ; Dates of attendance ; Student status ; Class schedule ; Email address ; Major field of study ; Degrees and awards received; Most recent previous school attended ; Participation in officially recognized activities and sports and photographs/videos.

Saint Joseph's College offers students the option to keep directory information confidential. However, please be advised that *restricting* will make this important information unavailable to *ALL*, including prospective employers, credit agencies, insurance companies (including benefits and eligibility departments) and others to whom you may want this information known, or verified. Thus it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld. Should you decide to keep your directory information confidential, it will remain so until you request in writing to the Registrar's Office that this restriction be lifted. As with all confidential student records, Saint Joseph's College will release information to specific individuals or entities only with the express written consent of the student or as otherwise required by law.

Following are examples of requests for information that would NOT BE released or your name WOULD NOT be included without your specific written consent:

- 1.) A public listing in the Student Directory/Email Directory at Saint Joseph's College.
- 2.) Inclusion on student lists requested by non-school officials and participation in online voting for student association activities, student government activities, senior of the year nominations, etc.
- 3.) Verification of student status for insurance purposes or loan deferments.
- 4.) Notice of awards/scholarships (including athletic awards).
- 5.) Identification on the Dean's List.
- 6.) Identification in the Graduation Ceremony Booklet.
- 7.) Degree Verification to prospective employers/background agencies.

Please note the above are examples and are certainly not inclusive of all such requests for information.

Select only one:

- Permission to release my Directory Information.
- Do not release my Directory Information. (FERPA HOLD)

My signature below indicates that I have read and understand my rights as outlined here.

Student's Signature

DATED

This signed authorization MUST BE returned. Should the signed authorization not be received by the Registrar's Office, it is hereby agreed that ANY directory information requested may be released WITHOUT the student's written consent. Saint Joseph's College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.