



Change in Authorization to Release Directory Information

Request may be made in person or by mail. A copy of your driver's license, Social Security card, or other identification showing your signature must be included.

Directory information includes name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.

The College releases directory information of students who have authorized release only for purposes of publishing names of academic honors recipients in the student newspaper and campus newsletters; names, majors and honors of graduates in the Graduation program; names of participants in theatrical and musical productions in program booklets; and names and statistics of athletic team members in event programs. All other releases, except for emergency purposes, require the written consent of the student whether or not release of directory information has been authorized.

For more information, refer to the section on *Student Privacy Rights and Access to Records* in the College Catalog and Class Schedule.

- Check one: I authorize release of my directory information
 I do not authorize release of my director information

Print Name: _____
Last First Middle

Signature: _____ Date: _____

Office Use Only

Received & picture ID verified by _____ DATE _____
STAMP:

Processed by: _____ BIO updated ___ Date: _____