

# REQUEST TO WITHHOLD DIRECTORY INFORMATION

## Procedure PR 728.05: Request to Withhold Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (<https://studentprivacy.ed.gov/resources/family-educational-rights-and-privacy-act-regulations-ferpa/>), as Amended, a student has the right to withhold the disclosure of directory information.

### *Directory Information*

The College, in accordance with FERPA, has designated the following categories of information as 'public' unless the student chooses to exercise their right to have all or any of this information withheld. Information listed in this section may be released unless specifically withheld by the student.

1. Student's Name
2. City and State
3. Collegiate Email address
4. Program of Study
5. Participation in officially recognized activities
6. Dates of Enrollment (Term Start/End dates)
7. Dates of attendance for completed courses
8. Degrees and Awards received

### *What it Means to Withhold Directory Information*

Moraine Park receives many inquiries for 'directory information' from a variety of sources including friends, parents, relatives, prospective employers, colleges, honor societies, licensing agencies, government agencies and news media.

Students should consider carefully the consequences of any decision to remove these items from the list of directory information. Should a student decide to inform Moraine Park not to release this directory information, any future requests for such information from non-Moraine Park persons or organizations will be refused. Examples of such requests include, but are not limited to: enrollment verifications or prospective/current employers request for verification of degree. In addition, information about class registration, class schedules, transcript releases, Dean's list and publication of your name in the graduation program will be restricted.

Moraine Park Technical College will honor the student's request to withhold any of items listed previously but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, Moraine Park assumes no liability for honoring the student's instructions that such information be withheld. Moraine Park will honor the student's request to withhold directory information until the student notifies the Registrar's Office in writing that you wish to remove the disclosure restriction.

Students may withhold directory information by notifying the Registrar's Office. The student must make a formal request by completing the Request to Withhold Directory Information form and submitting to the Registrar's Office.

Upon receipt of the Request to Withhold Directory Information form, the Registrar's Office will notify the appropriate Moraine Park departments and begin to comply with the student's request.

Unless revoked by the student, the withholding of information will remain in effect indefinitely.

Moraine Park will honor a student's request to withhold directory information until the student notifies the Registrar's Office in writing to remove the disclosure restriction.