



# REQUEST TO WITHHOLD DIRECTORY INFORMATION

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)**

Annually, Medaille College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The full FERPA policy can be found on the Medaille College Registrar's web page at: <http://www.medaille.edu/college/registrar> under "FERPA for Students" or at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>. In addition, it is printed in the Student Handbook. Questions concerning the Family Educational Rights and Privacy Act may be directed to the Medaille College Registrar's Office at (716) 880-2365.

## **AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION**

The following is considered "Directory Information" at Medaille College and will be made available to the general public unless the student notifies the Office of the Registrar in person or in writing before the last day to drop classes. Medaille College will never release this information for commercial purposes.

*Student's name, address, telephone number, major field of study, achievements, degrees, academic awards or honor, dates of enrollment, enrollment status, level of study, weight and height if a member of athletic teams, and participation in extracurricular activities*

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. Medaille College will honor your request to withhold Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release any of this information; any requests for such information from Medaille College will be refused.

**This includes degree verifications from potential employers, enrollment verification to lenders, and the standard contact information listed in your file.**

**Please Note:** Once this form has been signed, this authorization will remain valid until a written request to rescind is received by the Medaille College Registrar's Office.

Complete this form **ONLY** if you wish your personal information withheld / reinstated from the Medaille College directory.

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Medaille College ID: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

\_\_\_\_\_ Please WITHHOLD my information from the directory

\_\_\_\_\_ Please REVERSE my request to withhold my information from the directory

I understand the implications of removing / reinstating my information from the directory.

I acknowledge that this consent will be in effect and honored until such time that I revoke this authorization in writing.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**