

# Directory Information | Withholding Request Form

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## Family Rights and Privacy Act. (FERPA)

### Directory Information Withholding

Students have the right to request that their directory information be withheld.

This means that the College will not be allowed to acknowledge in any public setting that the student is enrolled at Tompkins Cortland Community College, or to disclose the student's name in any College publications, and any accomplishments (such as making the Dean's List, earning the President's Citation, or graduating) will not be shared in public, including the commencement program.

It also means the College will not release ANY information about the student without a signed release from the student.

Directory information is withheld indefinitely until the student notifies the Office of Academic Records in writing that the hold is no longer required.

#### Directory Information includes:

Name	Enrollment status (Full-time/Part-time)
Address	Previous institution attended
Date of birth	Degrees awarded
Phone numbers	Honors and awards
Email address	
Photo	
Dates of attendance	
Program of study	