



## Authorization to Withhold Directory Information

The following is considered “*directory information*” at Lehigh Carbon Community College and will be made available to the general public unless the student notifies the Office of Registration/Student Records in person or in writing before the last day of the full term of the refund period for the semester. This information will be released without a student's written consent:

- Student name
- Degrees and awards received
- Expected date of completion of degree requirements and graduation
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Major field of study
- Degree sought or completed
- Full- or part-time enrollment status

LCCC will release only the following directory information items in response to telephone or email requests: student name, expected and completed dates of graduation and enrollment status.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such directory information. LCCC will honor your request to withhold directory information.

Please consider carefully the consequences of any decision to withhold such directory information. If you decide not to release any of this information, any requests for such information from LCCC will be refused.

This signed request must be received in the Office of Registration/Student Records by 4:45 p.m. before the last day of the refund period for the full semester which is posted on the college website. This form will remain in effect until the student notifies the Office of Registration/Student Records in writing of their wish to release directory information. Students, by completing this form, will prevent the release of directory information. LCCC will not verify attendance or graduation to potential employers, publish the student's name in the graduation program or dean's list and make athletes ineligible to participate in any activity requiring publication of a team roster.

I hereby request that Lehigh Carbon Community College will not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Term \_\_\_\_\_   L   \_\_\_\_\_  
ID Number Print Student Name

Date \_\_\_\_\_ Student Signature \_\_\_\_\_