

REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments (commonly known as the "Buckley Amendment"), Southwestern College has designated the items listed below as "Directory Information." This information may be released by Southwestern College for any purpose at the discretion of the College:

Name, local and other addresses, local and other telephone numbers, e-mail address, enrollment status, dates of attendance, previous educational institution(s) attended, degrees conferred and dates of conferral, awards and honors received, major and minor fields of study, date of birth, class type (Main Campus, Professional Studies, online), academic class level, participation in College-sponsored organizations and sports, height and weight of members of athletic teams, photograph, and video.

If you do not want the above information released, please complete this form and submit it to the Office of the Registrar, 100 College St, Winfield, KS 67156 Fax: 620-229-6384.

Please consider very carefully the consequences of any decision made by you to withhold "Directory Information". If such a request is made, the College will not release your name in any press releases, including Dean's Honor Roll notification to hometown newspapers. Student activities, campus organizations, and friends will not be able to obtain directory information on you. In addition, without your specific written approval, College officials will not be able to confirm your enrollment or graduation, nor include your name in the Commencement Program. If you request non-disclosure and you want your name to appear in the program, please inform the Registrar in writing that the Commencement program is an exception.

Southwestern College will honor your request to withhold all of the information listed above but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Southwestern College assumes no liability for honoring your instructions that such information be withheld.

Once filed, this request becomes a permanent part of your record until you instruct Southwestern College, in writing, to have the request removed.

I have carefully read the above and request that Southwestern College **not disclose** my "Directory Information" to non-institutional persons or organizations without my prior written permission.

Print Name _____ SS# _____

Signature _____ Date _____

**PLEASE SUBMIT THIS FORM TO THE OFFICE OF THE REGISTRAR WITHIN
THE FIRST TEN (10) DAYS OF THE START OF THE SEMESTER.**

If this form is not received in the Registrar's Office prior to the above-stated deadline, it will be assumed that your "Directory Information" may be disclosed for the remainder of the current academic year.