



Disclosure of Directory Information/Confidentiality Holds

The Family Educational Right and Privacy Act (FERPA) designates certain information related to students as *directory information* and gives the College the right to disclose such information to anyone inquiring without having to ask students for permission. Designated directory information at Cuyahoga Community College includes the following:

- Student name
- Home address
- Program of study
- Enrollment status (i.e. full-time, part-time, withdrawn)
- Dates of attendance
- Degrees, honors and awards received
- For members of athletic teams only:
 - Participation in officially recognized activities and sports
 - Weight and height
 - Previous educational institutions attended

All other student academic information is considered non-directory and will not be released, with certain exceptions, without the student’s written permission. Student grades are never released without written permission from the student.

Request to Add Confidentiality Hold

Students may withhold directory information by indicating as such below. Please note that such withholding requests are binding for all information to all parties. Students should carefully consider all aspects of a confidentiality hold prior to making such a request. There can be negative consequences to blocking access to all directory information (ex. the College will not be able to confirm your enrollment or degree to other schools, prospective employers, or other organizations).

Student records which are marked as confidential will remain so until a change in this designation is made by request from the student.

I have carefully read the above and request that all directory information not be disclosed to third parties without my written permission or as permitted by the law.

Student name _____ Student number _____

Student signature _____ Date _____

Request to Remove Confidentiality Hold

By requesting removal of a confidential hold on a student’s record, Cuyahoga Community College may disclose any of the *directory information* listed above without the student’s prior written consent, unless the Enrollment Center is notified in writing to the contrary.

I have carefully read the above and request that the confidentiality hold be removed from my record.

Student name _____ Student number _____

Student signature _____ Date _____