

What is Directory Information?

Under the provisions of the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Colleges may disclose information about a student designated as "directory information." This information can, by law, be released to the general public and may be listed in the campus directory. SUNY Cobleskill has designated the following as Directory Information:

- Student Name
- Campus, local and home addresses
- Phone number
- Major
- Department
- Dates of Attendance
- Dates of Graduation
- Degrees Awarded
- Awards
- Full-time/part-time Status
- Email Address
- Photo ID

No other student information is released to non-university personnel without written permission.

You have the right to withhold disclosure of directory information. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in the campus directory.

To be considered!

Please consider the consequences of a decision to withhold directory information. Should you decide not to release any of this information; any requests for such information will be refused. Some effects may be:

- Friends, relatives, faculty or other students will not be able to access your contact information while a student or after you become an alum
- Information will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record.
- Your name will not be included in announcement of honors, awards or in the program for commencement.

Limitations

Confidentiality/Directory Exclusions does not limit access to your file by authorized individuals nor does it apply to employment information. It does not prevent disclosure of personally identifiable information from a student's record to authorized representatives of federal, state, and local agencies, or any of the other exceptions to signed consent found in FERPA regulations. Information can be released to comply with a judicial order or lawfully executed subpoena.

SUNY Cobleskill cannot assume responsibility to contact you when information about you is requested. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL REVOKED USING THE FERPA REVOCATION OF CONFIDENTIALITY /DIRECTORY EXCLUSION FORM.

Student Information	

Name	

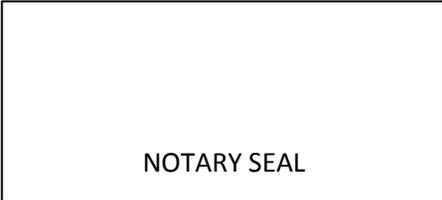
Student ID (or Social Security) Number	Contact Phone
_____	_____
Student Authorization:	
By signing below, I hereby request SUNY Cobleskill not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of this request for exclusion.	

Student Signature	Date
_____	_____

Current students must complete and submit this form within 14 days of the start of classes for their Directory Information to be excluded. Requests will be honored within 4 business days of receipt. Additional information on FERPA and related policies can be found in the Student Handbook under Important Policies or on the Registrar's Office webpage.

Completed forms must be presented in person, with appropriate identification, or mailed to SUNY Cobleskill, Office of the Registrar, Knapp Hall 101, State Route 7, Cobleskill, NY 12043.

Requests received by mail must be notarized or they will not be processed.



Notary Public's Signature Date