

WESTMONT COLLEGE
DIRECTORY INFORMATION PUBLIC NOTICE AND NON-DISCLOSURE FORM

Westmont College utilizes this form for all students (including dependent students and adult learners). Not all categories are applicable to all students. A student completing this form should complete the information that is pertinent to his or her situation.

Westmont College, in compliance with the *Family Educational Rights and Privacy Act of 1974*, as Amended (FERPA), has designated the items listed below as *Directory Information* (student information that would not generally be considered harmful or an invasion of privacy if disclosed):

- Student's Name
- Home and Local Address
- Home and Local Telephone Listing
- Personal and Campus Electronic Mail Address
- Photograph or Digital Image
- Date and Place of Birth
- Major Field of Study
- Grade level (freshman, sophomore, etc.)
- Enrollment Status
- Dates of Attendance
- Participation in Officially Recognized Activities and Sports
- Degrees, Honors, and Awards Received
- Most Recent Educational Agency or Institution Attended
- Weights and Heights of Members of Athletic Teams
- Westmont Account Username

Directory Information may be released upon request at the discretion of Westmont College. Under the provisions of FERPA, currently enrolled students may prevent disclosure of *Directory Information*. In the fall semester, students will be notified about the opportunity to request that *Directory Information* be withheld. The request to withhold *Directory Information* may be completed at any time; however, if printed materials have been published for the academic year, the student's *Directory Information* cannot be removed from already the printed materials (e.g.; athletics program). Westmont will continue to honor a student's last request with regard to the disclosure or non-disclosure of *Directory Information* made while the students was in attendance at Westmont. Westmont cannot assume the responsibility to contact the student for subsequent permission to release *Directory Information*. Regardless of the effect upon the student, Westmont assumes no liability for honoring an instruction to restrict/withhold *Directory Information*. Students should very carefully consider the consequences of any decision made to withhold any category of directory information, as any future requests for such information from classmates, other schools, prospective employers, friends or other persons or organizations will be refused. The request for non-disclosure will be honored by Westmont until removed, in writing, by the student. A student who is no longer enrolled cannot request that *Directory Information* be withheld. A student who is no longer enrolled can rescind their request to withhold *Directory Information*.

Westmont College assumes that the failure on the part of any student to specifically request the withholding of categories of *Directory Information* constitutes approval for disclosure. Unless a student decides to withhold his or her information in its entirety, items of *Directory Information* are made available for campus distribution in/at the *Westmont Online Directory* and *Switchboard*.

Westmont College provides students with the opportunity to prevent disclosure of all their *Directory Information* or to prevent disclosure of certain items of information. To prevent disclosure, choose one of the following options:

Option A **Please prevent disclosure of all my directory information.** (All *Directory Information*, as designated above, will be withheld from the *Westmont Online Directory*, *Switchboard*, as well as any other parties who may request it.)

Option B **Please withhold the categories I have checked.**
 Home Address and Home Telephone Number (withheld from the *Westmont Online Directory*)
 Campus Phone Number, Campus PO Number, Campus Residence (withheld from the *Westmont Online Directory*)
 Campus Phone Number, Campus PO Number, Campus Residence (withheld from the *Switchboard*)
 Photograph or Digital Image (withheld from the *Westmont Online Directory*)

I understand my information will not be released orally or in writing, consistent with the above option selected by me. I understand I may revoke this Request for Non-Disclosure by providing written notice of revocation to the Records Office.

ID #: _____ **Print Name:** _____
Signature: _____ **Date:** _____

Please return form to the Records Office