

REQUEST TO WITHHOLD DIRECTORY INFORMATION (FERPA HOLD)

Claremont McKenna College defines “directory information” in accordance with the Family Educational Rights and Privacy Act (FERPA) to include a student’s name, contact information, photograph, major, dates of attendance, classification, degrees and/or awards received, previous academic institutions attended, and information related to participation in college-sponsored activities/sports.

All other personal information and education records are considered private under FERPA. Directory information is typically released in publications such as the graduation program, or to verify enrollment for insurers, employers, or honor societies.

Currently enrolled students may request the College not to disclose Directory Information by notifying the Registrar in writing within two weeks after the first day of classes for the fall semester. All written requests for non-disclosure of directory information by current students will be honored for the period of one year.

If you would like Claremont McKenna College to withhold your directory information, sign this form and return it to the Office of the Registrar by the tenth day of the fall semester.

I hereby request that CMC place a hold on my directory information for a period of one calendar year from the date below.

Name (Printed): _____ CMC ID#: _____

Signature: _____ Date: _____

Received in the CMC Registrar’s Office on _____

Processed by _____

Copies sent to:

_____ Dean of Students
_____ Student Accounts
_____ Financial Aid
_____ Development

_____ Admission
_____ Academic Advisors
_____ Public Affairs