



## Student Consent for Release of Records

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of directory information. Please consider carefully the consequences of any decision to withhold directory information. Should you decide to inform this institution not to release directory information, any future request for such information from non-institutional persons or organizations will be refused. For example, the college would be unable to verify degree, major, or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

**Should you decide to withhold directory information, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel the Withhold Directory Information designation. See below for instructions.**

**Note to students about to graduate:** The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your degree to potential employers.** (See below for removal of **Withhold Directory Information** designation.)

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

**Antioch College's definition of directory information relating to a student includes the following:**

- Student's name
- City, state/ province, and country of origin
- Major field of study, including self-designed majors and descriptions thereof

- Participation in officially recognized activities including cooperative education, research experiences, and study abroad
- Dates of attendance
- Degrees and awards received including publications, conference presentations, academic achievements, and other honors
- Recent previous educational agency or institution attended by the student.

**Withhold Directory Information**

I want directory information to be *withheld*. (Directory information includes all items listed above.) I wish to prevent the disclosure of my directory information and understand the ramifications of doing so.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

From the date this form is received in the Registrar's Office, we will honor your request to withhold directory Information until you request in writing that you wish to remove the withhold directory Information designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the designation.

**Release Directory Information**

I want directory information to be *released*. (Directory information includes all items listed above.) I no longer wish to prevent the disclosure of my directory information and release Antioch College from any responsibility to withhold open Directory Information from the date this form is received in the Registrar's Office.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

From the date this form is received in the Registrar's Office we will honor your request to Release Directory Information.