

PRIVACY NOTICE AND REQUEST FOR CONFIDENTIAL STATUS OF DIRECTORY INFORMATION

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Western Nevada College vigorously protects the privacy of student educational records. The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, an exception to the above practice is the release of "directory" information considered to be public in nature and not general deemed to be an invasion of privacy. At Western Nevada College, the following categories are defined as "directory" information: student name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors, dates of attendance and whether currently enrolled, and photographs from college sanctioned events.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, the information may be released or disclosed. Western Nevada College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. WNC exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial purpose, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers, to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete this form and submit to Admissions and Records. This directive will apply permanently to your record, even after graduation, until you choose to reverse it by submitting a written authorization to Admissions and Records.

___ Do not disclose my information for commercial purposes.

___ Do not disclose my information for non-commercial, educational purposes.

___ Do not disclose my information for both commercial and non-commercial purposes.

Printed Name _____ Student ID # _____

Signature _____ Date _____

3/26/08