

## Notification of Disclosure of Directory Information

- a. FERPA permits the CCSNH and its colleges to disclose certain information about students without consent. The CCSNH and its colleges have designated the following information as Directory Information:
  1. Student name;
  2. Address;
  3. Telephone listing;
  4. CCSNH electronic mail address;
  5. Major field of study;
  6. Enrollment status (full-time/part-time);
  7. Dates of attendance;
  8. Participation in officially recognized activities and athletic team;
  9. Height of athletic team members only;
  10. Degrees, honors, and awards received; and
  11. Most recent educational agency or institution attended.
  
- b. Students may restrict the release of directory information to third parties. A student who does not want CCSNH or its college to disclose Directory Information must notify their College's Registrar Office to opt out of the release/disclosure of directory information.
  
- c. The request to opt out of the release/disclosure of directory information will result

staff position (including campus security and health care staff); (b) a student serving on an official committee, such as a disciplinary or grievance committee; or (c) a volunteer or contractor outside of CCSNH/Member College who performs an institutional service or function for which CCSNH/Member College would otherwise use its own employees, and who is under the direct control of CCSNH or one of its colleges with respect to the use and maintenance of PII from education records (such as an attorney, auditor, collection agent, or technology vendor).

2. Upon request, CCSNH and its colleges shall disclose education records without consent to officials of another school in which the student seeks or intends to enroll.
3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local educational authorities. Disclosures may be made in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements related to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid the student has applied for or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of CCSNH/Member Colleges, in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

parent(s) or guardian(s) without consent of the eligible student, if the student

If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.

Information that you are here as a student will be suppressed, so that if a Loan Company, Prospective Employer, etc., inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting its removal.

See the list below of the disclosures that the College may make without consent.

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes.(§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37.(§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.