



## Request for Non-Disclosure

# Muskingum College

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and U.S. Department of Defense regulations, the College may disclose "Directory Information" items without your consent. The items listed below are designated as "Directory Information." You have the right to have this information withheld.

Please consider carefully the consequences of a decision by you to withhold any item(s) of "Directory Information." Should you direct the College not to disclose any or all of this "Directory Information," any future request for that information from non-institutional persons or organizations (including request from parents, potential employers seeking to confirm attendance, graduation honors, hometown newspapers, etc.) will be refused. The College will honor your request to withhold the types of information listed below, but cannot assume responsibility to contact you for subsequent permission to disclose them. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.

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Student (please print): \_\_\_\_\_

I hereby request that Muskingum College **NOT** disclose the following information from my records as follows:

- Permanent city and state, local telephone number, e-mail address
- Dates of attendance, class, major, awards, honors, degree(s) earned and date(s) conferred.
- Academic and financial information to scholarship committees.
- Name, address, and date of birth to the U.S. Military pursuant to a recruiting request.

Certification: I hereby acknowledge and understand that the College is not liable for information released prior to the date this request is received by the Registrar's Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_