



## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires WV Wesleyan College, with certain exceptions, to obtain a student's written consent prior to disclosing personally identifiable information from their education records. FERPA also states the College may release information that is generally not considered harmful or an invasion of privacy without the student's written consent, unless he or she has requested a confidential hold of this "directory information." The primary purpose of directory information is to allow WVWC to include this information in certain school publications such as academic honors/recognition lists, graduation program and sports activity listings. In addition to school publications, directory information may be disclosed to outside organizations without a student's prior written consent. WVWC will not release directory information to outside organizations seeking to use such information for non-educational or commercial purposes with the exception of information release required under the Solomon Amendment.

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of West Virginia Wesleyan College. Please check the appropriate box beside each item of directory information to indicate that you DO NOT want these items disclosed under a directory information request. Please sign the form and return to the Registrar's Office. WVWC annually informs students of their rights under FERPA. Forms submitted will be considered valid throughout the student's active enrollment at WVWC. Changes to the disclosure request must be made in writing and submitted to the Registrar's Office.

Under the provisions of FERPA, you have the right to prevent the release of your directory information. Check box beside item you **DO NOT** want released and provide specific details regarding the disclosure.

- LEGAL NAME  CHOSEN NAME
- HOME ADDRESS
- HOME PHONE  CELL PHONE
- CAMPUS EMAIL ADDRESS
- CAMPUS BOX NUMBER
- MAJOR(S)  MINOR(S)
- CLASS LEVEL
- PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES & SPORTS
- HEIGHT/WEIGHT OF ATHLETIC TEAM MEMBERS
- DATES OF ATTENDANCE
- DEGREES & AWARDS RECEIVED (including Dean's List/President's List)

*Please be aware that checking this box would prevent potential employers from receiving a verification of your degree.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed/Printed Name \_\_\_\_\_

FORM MUST BE SUBMITTED TO: Registrar's Office  
59 College Avenue  
Buckhannon, WV 26201  
EMAIL: [registrar@wwc.edu](mailto:registrar@wwc.edu)  
FAX: 304-473-8531