



Information Withholding Form Revised 4-19-18

Name: _____

CWID: T _____

Directory Information

The Family Educational Rights and Privacy Act (FERPA) provides that certain portions of a student record may be deemed directory information and be released to a third party without the written consent of the student.

The College may release a student’s directory information without the written release of the student as allowed by FERPA. The College is authorized to obtain or provide educational records as allowed by law.

A directory is printed each term listing student name, city, and state, to comply with the Oklahoma Records Act. A student may request the College not to release directory information. The request must be in writing, signed by the student, and submitted to the Enrollment Services Office prior to the end of the fourth week of a term or the end of the second week of a summer term. Students registering after this deadline may sign an information withholding request at the time of enrollment.

Tulsa Community College considers the information listed below as Directory Information:

- ❖ Student Name
- ❖ Mailing Address
- ❖ Degrees or certificates earned
- ❖ Major
- ❖ Last term of attendance
- ❖ Honor Awards

*I do **not** want the above listed information made available to the public. I understand that I will have to complete one of these forms each semester and that TCC will not be held responsible for any release prior to the date of this form.”*

Student’s Signature: _____ **Date:** _____

Return to any campus Enrollment Services office or return by mail or e-mail to:

Records and Student Completion Services
 Tulsa Community College
 909 S Boston Ave
 Tulsa, OK 74119
records@tulsacc.edu

-Enrollment Services Use-

Marked Confidentiality on SPAIDEN

Comment on SGASTDN

Processed by: _____ Date: _____