



STUDENT RIGHTS TO PRIVACY OF EDUCATIONAL RECORDS

PRINT THIS PAGE AND SEND TO:

Office of the Registrar | Williston State College | 1410 University Avenue Williston, ND 58801

701.774.4211 (f)

wsc.records@willistonstate.edu (e)

The Family Education Rights and Privacy Act (FERPA) designates certain information related to you as “Directory Information” and gives Williston State College the right to disclose such information to anyone inquiring without having to ask you for permission, unless you specifically request in writing that all such information not be made public without your written consent. The categories designated as “Directory Information” at Williston State College are listed below:

- Name (all names on record)
- Address (all addresses on record)
- E-mail address (all electronic addresses on file)
- Phone number (all phone numbers on record)
- Height, weight, and photos of athletic team members
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment status
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Photographic, video or electronic images of students taken and maintained by the institution

If you wish to withhold the disclosure of all of the items of “Directory Information,” complete the form below and submit it to the Academic Records Office. Upon receipt of the form, the Academic Records Office will immediately restrict access to your academic records from individuals and organizations that are not affiliated with Williston State College.

Please consider carefully the consequences of any decision made by you to withhold “Directory Information”, as any future request for such information from non-institutional persons or organizations will be refused. Williston State College will honor your request to withhold directory information until you specifically request, in writing, to lift a restriction to your records. Williston State College cannot assume responsibility to contact you for subsequent permission to release information and assumes no liability for honoring your instructions that such information may be withheld. A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection in the Academic Records Office at Williston State College.

Student Name (print) _____ **Student ID #** _____

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY:

Registrar's Office Signature _____

Date _____