2606 - External Requests for Student Directory and Graduate Lists

A Student Directory is a list of currently enrolled students in at least six (6) credit hours who have approved public release of their directory information and is available four (4) weeks after the beginning of the semester. A Student Graduate list recognizes students awarded with an Associate degree and/or Certificate and is available five (5) weeks after the close of each semester.

- All written or electronic requests must go through the Freedom of Information Officer
- The Freedom of Information Officer will maintain a record of requests
- Lists are provided for one time use only; additional uses require additional requests
- A written or electronic assurance of use will be required and kept on file
- No one less than 18 years of age can be included on lists
- Lists will be provided to the military branches as per federal law
- Lists will be provided to accredited educational institutions solely for the purpose of sharing educational opportunities
- Lists will be provided to employers solely for the purpose of sharing employment opportunities
- Lists are not provided to companies that intend to use or sell for commercial purposes.
- The College does not define e-mail addresses as directory information.

Student Directory list will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Year of Birth
- Program of Study

Student Graduate List will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Degree Awarded
- Program of Study

Contact(s): Freedom of Information Officer

Related Form(s)

References

Relevant Policy or Procedure(s): Policy 1605 – Student Privacy Rights; Policy 1127 – Freedom of Information; Procedure 2120 – Freedom of Information

Approved by: President

Date: 3/4/13

Revision(s): 11/23/15; 11/18/19 (minor revision)