2606-External Requests for Student Mailing Lists

- All requests must go through the Registrar
- The Registrar will maintain a record of requests
- Lists are provided for one time use only; additional uses require additional requests
- A written and signed 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

Based on policy 1605; approved by President on 3/4/13)