



ACADEMIC RECORDS

Request for Revocation of Non-Disclosure of Directory Information

Return the completed form to:

Academic Records Office
Bunker Hill Community College
250 New Rutherford Avenue, B204
Boston, MA 02129

Bunker Hill Community College does not normally disclose *directory information*. However, at its discretion, it may provide directory information in accordance with the *Family Educational Rights and Privacy Act of 1974* (FERPA), as amended. At Bunker Hill Community College, directory information is limited to:

Student’s name, academic program dates of attendance, current enrollment status, deans and merit lists, degrees or certificates awards, dates of graduation, and the most recent previous educational agency or institution attended.

Under the provisions of FERPA, students have the right to withhold the disclosure of directory information. Student requests for non-disclosure may be made in the registrar’s office any time during the semester.

Bunker Hill Community College will honor your request to withhold any directory information item but cannot assume responsibility to contact you for subsequent permission to release them. Your request for non-disclosure will remain in effect until rescinded in writing (see below). Please consider very carefully the consequences of any decision by you to withhold directory information.

Please Note: Non-disclosure of directory information does not prevent Bunker Hill Community College from disclosing personally identifiable information from a student’s record to authorized representatives of federal, state, and local agencies when that disclosure is in connection with financial aid for which the student has applied or which the student has received.

I hereby authorize the Academic Records Office at Bunker Hill Community College to remove the non-disclosure block from my education record. Effective immediately, directory information may once again be released to the public, at the discretion of Bunker Hill Community College.

Last Name (Student)

First Name

Date

Student ID #

Student Signature