

Return the completed form to:

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

Bunker Hill Community College Policy Excerpt Re: Privacy Holds

“At its discretion Bunker Hill Community College may provide *directory information* in accordance with the provisions of the *Family Educational Rights and Privacy Act*. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Bunker Hill Community College includes the following: student name, permanent address, local address, temporary address, electronic mail address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, thesis titles/topics.

Students may withhold directory information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the college until removed by the student.”

Please consider very carefully the consequences of any decision by you to withhold any category of directory information. Such designation will call for Bunker Hill Community College not to release any or all of this directory information; any future requests for such information from non-institutional persons or organizations will be refused.

Bunker Hill Community College will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, Bunker Hill Community College assumes no liability as a result of honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following directory information:

- |  |   |
|--|---|
| <input type="checkbox"/> Student name            | <input type="checkbox"/> Dates of attendance  |
| <input type="checkbox"/> Permanent address       | <input type="checkbox"/> Degrees and awards received                                |
| <input type="checkbox"/> Local address           | <input type="checkbox"/> Participation in officially recognized activities & sports |
| <input type="checkbox"/> Temporary address       | <input type="checkbox"/> Weight and height of members of athletic teams             |
| <input type="checkbox"/> Electronic mail address | <input type="checkbox"/> Thesis titles/topics                                       |
| <input type="checkbox"/> Telephone number        | <input type="checkbox"/> <b>All</b> directory information listed above              |
| <input type="checkbox"/> Photo                   |   |

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Date		Student Name
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Semester/Quarter	Year	Student Signature
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Note: Requests for non-disclosure will be honored by the college for no more than one academic year. Re-authorization to withhold directory information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.