

## Request for Non-Disclosure of Directory Information

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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
- Academic Program
- Semesters of attendance
- Current enrollment status
- Dean's and Merit list
- Certificates awarded
- Date(s) of graduation

Students may withhold directory information by completing the bottom portion of this form. Please consider very carefully the consequences of any decision by you to withhold 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. Once a privacy code is placed on a student's record, no directory information will be released in College publications or to third parties excluding cases in which the Solomon Amendment or lawful subpoenas require the College to release such information by law. Regardless of the effect upon you, no liability as a result of honoring your instructions that such information be withheld.

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Student Last Name

First Name

Student Id #

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Student Signature

Date

**Note: The privacy hold will be honored by the college until Academic Records receives notification (in writing) from the student to remove.**

**Return the completed form:**

**Hand delivery:**

Student Central -B202

**Mail delivery:**

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