

Directory Information

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), Hiram College may release on an unlimited basis a student's Directory Information which is defined as that information not generally considered harmful or an invasion of privacy if disclosed. Directory Information includes:

- ❖ Student's name
- ❖ Local and Permanent addresses
- ❖ Email address
- ❖ Telephone listing
- ❖ Date of Birth
- ❖ Dates of Attendance
- ❖ Class Level (Undergraduate/graduate, first-year, sophomore, etc.)
- ❖ Degrees conferred
- ❖ Honors and awards received
- ❖ Major field(s) of study
- ❖ Participation in officially Recognized activities and sports
- ❖ Weight and height of members of athletic teams
- ❖ Final Theses/Capstones titles
- ❖ Photograph
- ❖ Most recent previous educational agency or institution attended

Hiram students may withhold the release of their Directory Information by notifying the Registrar within the first week of the fall semester using the **Request To Withhold Directory Information Form** available in the Registrar's Office. Such a request to withhold information remains in effect until revoked in writing by the student regardless of whether the student is a current , withdrawn, or graduated student.

Please note that such a request is binding for all of the above Directory Information listing and to all parties other than for those exceptions allowed under the Act. Students should carefully consider the consequences of any decision made to withhold directory information as any future requests for such information (even those received after graduation) from other schools, prospective employers or other persons or organizations will be refused. Hiram College will honor the request to withhold all directory information, but cannot assume responsibility to contact the student every time a request is received. Regardless of the effect upon the student, Hiram College assumes no liability for honoring the student's instructions that such information be withheld.

Any questions can be directed to the Registrar's Office, Student Service Suite, Teachout-Price Building, or PO Box 67, Hiram OH 44234; 330.569.5210.

Revised: March 10, 2009