

COLUMBIA COLLEGE HOLLYWOOD

NEW STUDENT DISCLOSURES

STUDENT DIRECTORY INFORMATION DISCLOSURE

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), Columbia College Hollywood regards certain directory information related to any student currently enrolled at the college as public information which may be released. In accordance with the Family Educational Rights and Privacy Act (FERPA), the college has identified and limited student directory information to one or more of the following: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, and the most recent previous public or private school attended by the student.

All enrolled students grant Columbia College Hollywood the right to publicize and release such information to the media for Columbia College Hollywood publicity, events, and programs. The college at its discretion may limit or deny the release of directory information to public or private persons or organizations based on the best interests of the student. Students may restrict the release of directory information by completing a Personal Information Release and Nondisclosure Form and submitting it to the Student Services Department.

Once the Personal Information Release and Nondisclosure Form is submitted, the college may not release student's name in any press releases or Columbia College Hollywood materials. Student activities, campus organizations, family members, and friends may not be able to obtain directory information. In addition, without specific written approval, college officials may not be able to confirm enrollment or graduation for various reasons, including insurance, nor include the student's name in the graduation commencement program.

Once filed, the Personal Information Release and Nondisclosure Form becomes a permanent part of the of student's record until it is canceled. The student may cancel the form at any time in writing by submitting a new Personal Information Release and Nondisclosure Form that instructs Columbia College Hollywood to have the request removed. The Personal Information Release and Nondisclosure Form is available in the Student Services and Registrar's offices.

I understand the Student Directory Information Disclosure.

Student's Name (*Please print*): _____

Student's Signature: _____ Date: _____