

REQUEST TO WITHHOLD DIRECTORY INFORMATION

Warner Pacific College considers the following to be student directory information which may be released to anyone upon request:

- Name
- Campus email address
- Date of birth
- Photograph
- Status as fulltime or part-time
- Major field of study
- Participation in recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Educational institutions previously attended
- Hometown
- Current city of residence
- Height and weight of athletes

This list has been carefully compiled to protect the privacy of students, while still allowing the college to provide outside parties with necessary details about the student's enrollment status (e.g. loan deferments, insurance waivers, loan applications, etc.) It should also be noted that the Records Office *screens calls carefully to determine the legitimacy of the request before giving out any personal information (directory or otherwise) on current students.*

Students who do not wish to have directory information released by the college may complete the request form below and file it with the Records Office. Doing so will prevent college staff from acknowledging the student's enrollment in any public forum including, but not limited to:

- Confirming the student's enrollment status to prospective employers, loan companies, etc.
- Displaying the student's name on a placard in classes
- Reading the student's name aloud from an attendance roster
- Including the student's name in a commencement program

Requests to withhold directory information must be re-filed annually in the Records Office. ADP students wishing to have directory information withheld need file only once with the Student Services Office on the ADP campus.

Please detach at the dotted line, complete the form, and submit to the Records Office.

REQUEST TO WITHHOLD DIRECTORY INFORMATION

I, _____, hereby request that Warner Pacific
Name of Student
College withhold all Directory Information pertaining to my personal and academic records
during the _____ academic year. I understand that this request remains active only
Current year
for the current academic year, and that I will be required to refile the request annually should I wish to continue it.

Student Signature _____

ID No. _____ Date _____