Directory Information Policy
NEBRASKA METHODIST COLLEGE
The Josie Harper Campus

The College has deemed the following elements of student information to be “Directory Information”, or information that federal regulations do not consider to be harmful or constitute an invasion of privacy if disclosed:

- student name
- address
- telephone number
- photographs
- date and place of birth
- field or program of study
- dates of attendance
- email address
- advisor
- academic awards and degrees
- previous schools attended
- achievements in campus organizations
- graduation date (anticipated and official)
- academic class (freshman, sophomore, junior, senior)
- enrollment status (full-time/part-time, undergraduate/graduate)

Directory Information may be released by the College to a third party without the consent of the student. If a student does not want any directory information to be released, she/he should contact the Student Records Office to obtain and complete a “Student Request to Restrict Release of Directory Information” form. This will restrict the release of all directory information to all third parties who do not have a “need to know” as defined by regulation for one (1) semester. The restriction must be renewed each semester. Students should be aware that the exercising of this option may entail unforeseen and adverse consequences. For example:

- The name of any student who has restricted the release of directory information and who meets the criteria for the Dean’s List during that term cannot be published, displayed or released to the media.

- The name of a student who is graduating and has restricted directory information during the term of graduation cannot be published in the commencement program or be released to the media. Also, no information may be furnished to prospective employers, banks or credit institutions.

- Additionally, by law, if a graduating student restricts the release of directory information during his/her last semester of attendance and does not revoke the restriction, it (the restriction) remains in force indefinitely. Revocation of the restriction must be made to the College’s Director of Student Records in writing.

Please give careful consideration to these possible consequences prior to invoking the restriction option.

It is the policy of the College to deny student listings to any for-profit third party entity for the purpose of solicitation.

Students who would like additional information regarding the FERPA policies of the College should contact the Director of Student Records at 354-7230.