

Directory Information for Carl Albert State College

Carl Albert State College does not disclose education records to a third party without the student consent to do so and never the student's social security number or other non-directory information that may identify the student. However, the college may disclose without the consent "directory information" (such as student's name, address, graduation honors, photograph, ...) of the student when legitimate educational (such as the Office of Admissions, Office of Financial Aid, instructor, ...) or legal authority exists. Common ways CASC may disclose or publish a student's name include graduation programs, Honor Rolls, athletic events, or club events.

Directory Information is collected by the Office of Admission from the Application for Admissions and documents submitted; the education record is created and stored in the student information system software and within its filing system.

The following is a list of what CASC declares to be Directory Information and may be disclosed without consent of the student, unless the student has filed a *Withhold Directory Information* form with the Office of Admissions.

- Name
- Address
- telephone number
- email address
- photograph
- major
- dates of attendance
- grade level
- enrollment status
- degrees
- sport activities
- weight and height of athlete
- graduation honors & awards
- most recent college attended
- year of birth

Withhold Directory Information

Students may restrict or prevent the publication of Directory Information by completing a *Withhold of Directory Information* form located in the Office of Admissions & Records or online at:

<https://carlalbert.edu/admissions/student-forms>

For example, students who file the *Withhold of Directory Information* form will not have their name published in programs or newspaper for commencement, graduation, honors, athletic events, etc.