



**Rowan College**  
at  
**BURLINGTON COUNTY**

## **REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

### **To: All Students**

Rowan College at Burlington County (RCBC) is obligated to provide “Directory Information” on our students who are 17 years of age or older to bona fide US military service recruiters, upon request, as required by law under the federal Omnibus Consolidated Appropriations Act of 1997. Under the provisions of the Family Education Rights and Privacy Act of 1974, “Public or Directory Information” may be released for any purpose at the discretion of our institution (see current college catalog). However, RCBC does not now, nor does it plan to, collect and offer mailing lists of RCBC students for non-RCBC uses unless required by law to do so. RCBC students have a right under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, to withhold disclosure of this information.

“Public or Directory Information” includes: name, email address, place of birth, photographs, grade level, dates of attendance, enrollment status, most recent educational institution attended, major field of study, awards, honors and degrees received, height and weight of athletic team members, and participation in officially recognized activities and sports.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information”. Should you decide to inform the institution not to release this information, any future requests for such information from non-institutional persons or organizations will be refused. RCBC will honor your request to withhold information but can not assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, RCBC assumes no liability for honoring your instructions that such information be withheld.

If this form is not received in the Registrar’s Office by the third week of the semester, it will be assumed that information may be disclosed for the remainder of the academic year. A new form for non-disclosure must be completed each academic year.

Please check the box below instructing Rowan College at Burlington County College to NOT disclose the “Public or Directory Information”. Make sure that you print clearly your name and ID number, sign and date the form. You can mail the form to RCBC, 601 Pemberton Browns Mills Road, Pemberton, NJ 08068 or fax the form to (609) 726-0401.

### **DO NOT DISCLOSE INFORMATION**

NAME: *(Print Clearly)* \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_