

3358:11-3-61 Directory information disclosure policy.

- (A) Purpose. The college discloses or makes available certain information concerning students and/or organizations of Owens community college.
- (1) Owens community college designates the following items as directory information:
- (a) Student name.
 - (b) Student telephone number.
 - (c) Student mailing address and college e-mail address.
 - (d) Student major fields of study.
 - (e) Student participation in officially recognized activities and sports.
 - (f) Weight and height of a member of an athletic team.
 - (g) High school and hometown of a member of an athletic team.
 - (h) Student dates of attendance.
 - (i) Student expected graduation date, degrees and awards received.
 - (j) Student enrollment status (full-time or part-time).
- (2) The college may disclose any of these items without prior written consent, in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may prohibit the release of directory information by submitting an authorization to withhold directory information form to the records office.
- (B) Implementation. The chief student affairs officer or designee will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule.

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[Link to Authorization to Withhold Directory Information Form:](#)

www.owens.edu/records/wp-content/uploads/sites/17/2018/06/withhold.pdf

Effective date: 8/15/2020

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 11/8/2014