

Policy Number: 05.017
Policy Title: Directory Information Policy
Policy Type: Academic/ Registrar / Co-op Related
Responsible Party: Registrar
Governing Body: SLT
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Directory Information Policy

Antioch College shall give public notice of the categories of information that it has designated as directory information by identifying them in the curriculum catalog as well as on the College's website, in *One Morgan Place*, and in other publications directed to students. The College shall give students a reasonable period of time to inform the institution that any or all of the information designated should not be released without their prior consent. The Registrar will post such notification annually at the beginning of Fall Quarter in *One Morgan Place* and other appropriate venues to offer students the opportunity to opt out of releasing any or all of the information designated as directory information. The Cooperative Education Program will offer opt-out opportunities at the beginning of the cooperative work term before job lists are circulated. Academic Affairs will offer training for all new matriculating students regarding their FERPA rights within their first term on campus.

The US Federal Government's definition of the term "directory information" relating to a student includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Antioch College considers cooperative education job placement as one of the officially recognized activities that is central to its mission. For this reason, students' names will periodically be listed in association with their co-op employer, the position that they have attained, as well as the city, state, and country where they are working. Students will be given the opportunity to opt out of these listings prior to publication.

Self-designed majors are also considered integral to programming at Antioch College. For this reason, the titles and descriptions of these will be published regularly. With these unique features in mind, Antioch College's definition of the term "directory information" relating to a student includes the following: the student's name; city, state/province and country of origin; major field of study, including self-designed majors and descriptions thereof; participation in officially recognized activities including cooperative education, research experiences, and study abroad; dates of attendance; degrees and awards received including publications, conference presentations, academic achievements, and other honors; and recent previous educational agency or institution attended by the student.