

To appropriate parties who need to

again, in writing releases the non-disclosure agreement. Students must understand that restricting Directory Information will result in:

The Registrar's Office refusing to release any information to friends, family members, or colleagues.

Student's address, telephone number and email address not appearing in the College Student Directory.

Definitions

For the purposes of this policy, Endicott College has used the following definitions:

Student - any person who attends Endicott College

Education records - records directly related to a student and maintained by the institution or by a party acting for the institution. It does NOT include:

Records maintained by a law enforcement unit of the College.

Records maintained by Endicott Student Health and the Counseling and Student Development Center if the records are used only for treatment of a student and made available only to those persons providing treatment.

Records relating to individuals who are employed by the institution which are made and maintained in the normal course of business, and relate exclusively to individuals in their capacity as employees and are not available for other purposes.

Records maintained by the Alumni Office containing information about an individual who is no longer a student attending Endicott.

Directory Information - information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy, if disclosed.