

**Northern New Mexico College
STUDENT POLICY**

Subject:	Release of Student Information Policy
File Reference:	6.4
Date Approved By Board of Regents:	May 23, 2002
Replaces Policy Approved On:	

Purpose:

Policy: MEMORANDUM

20 May 2002

TO: Sigfredo Maestas, President
FROM: Mike Costello, Enrollment Manager
SUBJ: Change in Policy

I am requesting a change to our policy as it addresses the release of student information as "directory information." Our current policy provides that we may release the following information without written consent of the student, providing the student has not exercised the right to withhold any/all of this information:

name, mailing address, major field of study, classification, dates of attendance, honors and degrees awarded, and the name of the education agency or college attended immediately prior to coming to Northern (Catalog 2001-2003, page 49).

In order to participate in the services provided by the National Student Clearinghouse, I wish to add to this list the student's enrollment status (full-time or part-time) so the policy will read as follows:

name, mailing address, major field of study, classification, enrollment status, dates of attendance, honors and degrees awarded, and the name of the education agency or college attended immediately prior to coming to Northern.

If we get this change approved, we will be able to use the Clearinghouse to track students who do not return, including those who transfer.

Procedures:

Cross Reference:

