

**Procedure Title:** Request for Student Lists  
**Procedure Number:** 01-2004-0012  
**Board Policy Reference:** IV.A. General Executive Direction

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**Accountable Administrator:** VP Student Affairs  
**Position responsible for updating:** Director Enrollment Services/Registrar  
**Original Date:** May 17, 2004  
**Date Approved by Cabinet:** 10/31/14  
**Authorizing Signature:** *signed original on file*  
**Date Posted on Web:** 12/1/14  
**Revised:** 10-14 **Reviewed:** 10-30-14

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**Purpose/Principle/Definitions:**

The federal Solomon Act requires colleges to provide student lists to the military for recruitment purposes. Other entities may make similar requests and will be required to follow these same procedures prior to a list being provided to them. A list may be produced and delivered in a variety of ways and will be limited to data listed in the academic catalog as directory information. A charge of \$50 per report will be assessed to the requesting entity.

**Guidelines:**

The Request for Student List form is to be completed by the entity and submitted to the Business Office for processing of associated fee. Once the fee has been processed the request will be forwarded to the Registrar's Office for processing.

Requests will be processed within 5 business days of confirmation of payment.