



## DECLARATION OF INTENT

Federal law grants college students the right to inspect permanent college files, including their placement files. Thus, a person may incur legal liability by writing a personal recommendation deemed unfavorable by the student for whom it is written. In order to protect both your rights and those of the persons providing your references, we ask that you declare your intentions regarding access to credentials by signing your name in the appropriate space below. Please consider both options carefully.

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I reserve the right to inspect my credentials file. I understand that I must request access from the Director of the Career Services Center during regular business hours and allow a reasonable time for compliance.

Name \_\_\_\_\_ Date \_\_\_\_\_

I waive the right to inspect my credentials file. I understand that once references and other materials are received by the Career Services Center, access of any kind will be allowed only at the discretion of the Director of the Career Services Center.

Name \_\_\_\_\_ Date \_\_\_\_\_

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## RELEASE OF INFORMATION

Federal law also gives you the right to control release of information from college files. Please indicate under which conditions you wish to have your placement (credentials) file released. In any instance, a complete record will be kept of the persons to whom your file is sent. You may inspect this record at any time.

I authorize the release of my credentials only at my own request.

Name \_\_\_\_\_ Date \_\_\_\_\_

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I authorize the release of my credentials either at my own request or that of person judged to be bona fide employers by the Director of the Career Services Center.

Name \_\_\_\_\_ Date \_\_\_\_\_