April 9, 1980

MEMO TO: Department Secretaries

FROM: Harold V. Manson, Coordinator 1980 Commencement Ceremony

SUBJECT: Request for Posting of Notice

Request the attached self-explanatory notice be posted in a conspicuous location within your department so as to be seen by those of your students who expect to be awarded degrees (bachelor's or master's) at our May 23rd Commencement ceremony.

HVM :ck
Attachment
NOTICE

TO: Students receiving degrees at the 1980 Commencement Ceremony, San Jose State University

San Jose State University is preparing a list of the names of those students who will be awarded degrees at the Commencement Ceremony to be held here on May 23, 1980. The University intends to treat this list as directory information, under the provisions of the Family Educational and Privacy Act, as amended.

The names of degree recipients will be published in the Commencement program which will be available at the Commencement Ceremony for distribution to those in attendance. Further, it has been the policy of the University to prepare a news item citing the individual's name and degree awarded for release to the individual's home newspaper.

Any student eligible to participate in the May 23rd Commencement Ceremony who objects to either of the University actions indicated above should so notify the University in writing. Such notification should be addressed to:

    Mr. Harold V. Manson
    Office of the President
    San Jose State University
    San Jose, CA 95192

Individual notifications must be received no later than May 1, 1980 in order to preclude the individual's name from appearing in the Commencement program or to preclude the issuance of a home newspaper release.

HVM:ck

4/80