April 16, 1979

MEMO TO: Department Secretaries

FROM: Harold V. Manson, Coordinator
      1979 Commencement Exercise

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 25 Commencement Exercise.

HVM/jt

Attachment
NOTICE

TO: Students receiving Degrees at the 1979 Spring Commencement Exercise, 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 Exercise to be held here on May 25, 1979. 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 Exercise for distribution to those in attendance. Further, it has been the policy of the University to prepare a news item listing the individual's name and degree awarded for release to the individual's home newspaper.

Any student eligible to participate in the May 25 Commencement Exercise who objects to either of the University actions indicated above should so notify the University in writing. Such notification should be addressed to:

Mr. John McLain
Office of Community Relations
San Jose State University
San Jose, CA 95192

Individual notifications must be received no later than May 1, 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:jt

4/79