



REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Use this form if you do NOT want the College to release your directory information

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of education records. The Act applies to all institutions that are recipients of federal aid. Under FERPA, most information about you from New York City College of Technology of The City University of New York (City Tech) records, including grades, is considered confidential and, with certain exceptions, generally may not be released to third parties, without your written consent.

In accordance with FERPA, City Tech is permitted to disclose directory information of students to a third party. Disclosure of student information is also permissible to College and CUNY officials who have a legitimate educational interest; to federal, state, and local authorities involving an audit of evaluation of compliance with educational programs; to parents of a dependent student; to organizations conducting institutional educational studies; in connection with financial aid; to accrediting organizations; to comply with a judicial order or subpoena; in a health or safety emergency; releasing the results of a disciplinary hearing to an alleged victim of a crime of violence. Please consider very carefully the consequences of any decision you make to withhold any category of directory information, as any future requests of such information from other schools, prospective employers or other persons or organizations will be refused. City Tech will honor your request to withhold all directory information, but cannot assume responsibility to contact you every time a request is received.

City Tech has designated "directory information" to include:

- Name
- College email address
- Enrollment status (full or part time)
- Degree enrolled for
- Degrees, honors and awards received
- Participation in officially recognized sport and activities
- Physical factors (height, weight or athletes)
- Photograph

Please note that 'parts' of the directory information cannot be withheld. This form must be hand-delivered to the Registrar, Namm Hall, Room NG-15, by the student and a photo ID must be presented. This non-disclosure request will remain effective until revoked.

If you have any questions, contact Legal Affairs at 718-260-4983 or gchan@citytech.cuny.edu, Registrar at 718-260-5656 or Office of Enrollment Management and Student Affairs at 718-260-4999.

Print Student Name: _____ Empl ID #: _____

Student Signature: _____ Date: _____

If you do not submit this form to the Registrar, Room NG-15, directory information as listed above may be released to anyone requesting it either in person, by mail, by telephone, or online.

For use by Registrar:

Date Stamp:

Identification Type: _____

Processed By: _____

Date Processed: _____