



Registrar

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

**This completed application must be submitted in-person by the student with a photo ID.**

The *Family Educational Rights and Privacy Act* of 1974 (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students who are currently enrolled or formerly enrolled regardless of their age or financial dependency status are protected under FERPA. Deceased students and students who have applied but did not attend an institution do not come under FERPA guidelines. Directory information can be disclosed without violation of FERPA.

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 directory information; releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

In accordance with FERPA, the College is permitted to disclose directory information of students to a third party. 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. John Jay College of Criminal Justice will honor your request to withhold all directory information, but cannot assume responsibility to contact you every time a request is received. Regardless of the effect upon you, John Jay College of Criminal Justice assumes no liability for honoring your instructions that such information be withheld.

Directory information includes but not limited to the following:

- Name
- Degree(s) conferred (including dates)
- Honors
- Date of birth
- Previous institution attended
- Major field of study
- Attendance Dates
- Physical factors (height, weight or athletes)
- Awards
- Class
- Past and present participation in officially recognized sport and activities

Please note that 'parts' of the directory information cannot be withheld.

I am **revoking authorization** to the College to release my Directory information.

I am **re-granting authorization** to the College to release my Directory information.

**Print Student Name:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: If this is not completed prior to the first day of classes (as indicated in the Academic Calendar), it will be assumed that directory information may be disclosed. The indication in this section will not expire or change until a new Request to Prevent Disclosure of Directory Information is submitted.

For Office Use Only

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Rec'd By: \_\_\_\_\_ SIMS/FAPINQ Input Date: \_\_\_\_\_  
White – Registrar      Yellow – Financial Aid      Pink – Student      10/22/2012