



Office of the Registrar

NON-DISCLOSURE OF DIRECTORY INFORMATION

Pursuant to federal law, Queens College of The City University of New York authorizes the release of certain information concerning students to the public upon request. This information, which is known as "Directory Information" consists of the following categories of information:

- name
- home address
- telephone number
- date of birth
- dates of attendance (not daily records)
- major field of study
- level of education (e.g. sophomore)
- degree(s) received, if any
- participation in athletic teams
- honors and awards received

I hereby request that my Directory Information not be released without my express written consent, except as required by law and written policies of the Board of Trustees of The City University of New York.

Name: _____ Social Security Number: _____
(print)

Signature: _____ Date: _____

Home Address: _____

Telephone Number: _____



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STUDENT INFORMATION

Student records and information are maintained by the College and are available in the Registrar's Office, Jefferson Hall, 1st floor.

Pursuant to the federal law known as the Family Education Rights and Privacy Act (FERPA) the College provides "directory information" to persons with a legitimate interest in such information upon request, including requests from military recruiters.

In conjunction with the FERPA provisions for "directory information," the College will provide the following information concerning students: name, home address, telephone number, date of birth, dates of attendance (not daily records), major field of study, level of education (e.g. sophomore), degree(s) received, if any, participation in athletic teams, and honors and awards received.

A student may request that such information **not** be released without the student's prior consent by completing a Non-Disclosure form in the Registrar's Office, Jefferson Hall, 1st floor. This form can be **downloaded** and must be returned to the Registrar. Students should be aware that if they sign a Non-Disclosure Form to block the release of directory information, they will need to sign a release form, in person, at the Registrar's Office in order **to authorize** the release of records and information to others, such as financial institutions, employers, and other designated persons or entities, including military recruiters.