ACADEMIC INFORMATION / COLLEGE POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Board of Trustees of The City University of New York Student Records Access Policy of April 2005, City College students have “the right to inspect and review any and all official records, files, and data directly related” to them and to deny access to others without written consent of the student except under limited and specified circumstances. This right pertains to any present or former student but not to candidates for admission.

Students who wish to inspect and review their education records may make the request to the Registrar’s Office or to the person in charge of the record in question, but a request pertaining to records in the custody of a teacher or counselor should be made directly to that teacher or counselor. Requests made to the Registrar’s Office must be made by completing a request form. Requests for records in other locations may be oral or written. Requests shall be granted or denied within fifteen days of receipt of the request.

City College adheres to the FERPA definition of “directory information.” “Directory information” includes but is not limited to: name, address, telephone number, electronic mail address, photograph, major field of study, dates of attendance, date and place of birth, degrees and awards received, enrollment status, year or date of expected graduation, height and weight of members of athletic teams, participation in officially recognized activities and sports, degrees, honors and the most recent educational agency or institution attended by the student. Items that cannot be identified as directory information are a student’s social security number, citizenship, gender, religious preference, grades, and GPA. A non-disclosure request form has also been included on the next page of this Schedule of Classes for your convenience.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To: All Students

These items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of our institution.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, you have the right to withhold the disclosure of the “Directory Information” listed below.

Please consider very carefully the consequences of any decision by you to withhold “Directory Information.” Should you decide to inform the institution not to release this “Directory Information,” any future requests for such information from non-institutional persons or organization will be refused.

“Directory Information” as defined by City College:

Name, address, telephone number, electronic mail address, photograph, major field of study, dates of attendance, date and place of birth, degrees and awards received, enrollment status, year or date of expected graduation, height and weight of members of athletic teams, participation in officially recognized activities and sports, degrees, honors and the most recent educational agency or institution attended by the student.

I understand the above statement and agree that I wish no directory information be released on my behalf to anyone for any reason.

Name____________________________________________ SS# _____________________

Student Signature _________________________________ Date _____________________