REQUEST TO RESTRICT DISCLOSURE OF DIRECTORY INFORMATION

To: All Students

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the College.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to restrict the disclosure of all of the categories of "Directory Information" listed below.

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

- The institution will honor your request to restrict disclosure of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please fill in the appropriate spaces and affix your signature below to indicate your approval/disapproval for the institution to disclose the following public or Directory Information.

** Please print Yes or No

Category I * Name, address, telephone number, e-mail address, class, dates of attendance, photograph, videotaped or recorded image, previous institutions attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports, and activities, and date and place of birth.

Category II ** Student Identification number for the purpose of posting grades.

Name Printed

Student Signature

Date

If this form is not received in the Registrar's Office it will be assumed that the above information may be disclosed for the remainder of the current academic year.

* Underlined information is printed in the student directory. If you designate "no" for Category I, you will not be printed in the student directory.

** If you designate “no” for Category II, your grades will not be posted.
ANNUAL NOTICE TO STUDENTS

Annually, New York Chiropractic College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated 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 or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. The policy can be found in the Student Handbook and in the following offices:

Registrar
Student Life
Academic Affairs
Admissions and Financial Aid

The Registrar's Office maintains a Directory of Records which lists all education records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.