



Authorization to Withhold/Release Directory Information

The items listed under Directory Information may be released in accordance with the *Family Educational Rights and Privacy Act of 1974*, as amended (FERPA). The following is considered directory information at Manhattan College and will be made available to the general public unless the student notifies the Office of the Registrar in person or in writing before the last day to add classes:

Student's full name, local and permanent address, e-mail address, telephone numbers, dates of attendance, date and place of birth, major field of study, number of credit hours enrolled, enrollment level, degrees, honors and awards received, expected graduation date, participation in officially recognized clubs, activities, and sports, photographs, weight and height of members of athletic teams, most recent educational institution

Under the provisions of FERPA, you have the right to withhold disclosure of Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release any of this information, any requests for such information from Manhattan College will be refused. For example, the College would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

This signed request must be received in the Registrar's Office by 4:00 p.m. on the last day to add classes as listed in the academic calendar. Forms will be accepted after these deadlines, but we cannot be responsible for the release of Directory Information prior to receiving the Authorization to Withhold Directory Information in the Office of the Registrar. This authorization is valid until a written request to rescind is received by the Office of the Registrar. Should you decide to withhold Directory Information, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel the withhold directory.

Manhattan University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission to release that information.

Questions concerning FERPA may be directed to:

Jasper Central
Thomas Hall 3.6
Manhattan University
4513 Manhattan College Parkway
Riverdale, NY 10471
Phone: 718-862-7100
Fax: 718-862-8027
Email: jaspercentral@manhattan.edu

Authorization to Withhold/Release Directory Information

Last Name (Student)

First Name

Student ID #

Withhold Directory Information

Please withhold my Directory Information (as defined on page one). I wish to prevent the disclosure of my Directory Information and understand the ramifications of doing so.

Date _____ **Student Signature** _____

From the date this form is received in the Office of the Registrar, Manhattan University will honor your request to withhold Directory Information until you request in writing that you wish to reverse that request.

Release Directory Information

Please reverse my request to withhold Directory Information (as defined on page one) and allow such Directory Information to be *released*. I no longer wish to prevent the disclosure of my Directory Information and release Manhattan College from any responsibility to withhold Directory Information from the date this form is received in the Office of the Registrar.

Date _____ **Student Signature** _____

From the date this form is received in the Office of the Registrar, Manhattan University will honor your request to release Directory Information.

Please return this form to: Jasper Central, Thomas Hall 3.6, Manhattan University
4513 Manhattan College Parkway, Riverdale, NY 10471
Phone: 718-862-7100; Fax: 718-862-8027; Email: jaspercentral@manhattan.edu

Note: Photo ID is required when submitting this authorization form. If you are mailing, faxing or emailing the authorization, please include a legible copy of your government issued photo ID or MU ID.