

New Jersey Institute of Technology
Request to Prevent Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information" and gives the University the discretion to disclose such information to anyone inquiring without having to ask students for permission, unless students specifically request in writing that such information not be made public.

NJIT classifies Directory Information as follows:

Student's name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

NJIT may release Directory Information unless the student instructs the University to restrict the release of this information by submitting this form, signed and dated.

A request for non-disclosure will be honored by New Jersey Institute of Technology for one academic year and must be filed again at the beginning of the next academic year. Alumni can submit a request for non-disclosure, and it will be honored until the opt-out is rescinded by the eligible student. New Jersey Institute of Technology assumes that failure on the part of any student to specifically request the official form preventing the disclosure of directory information indicates individual approval of disclosure.

Please carefully consider the consequences of restricting the release of Directory Information. Should you decide to inform NJIT not to release Directory Information, requests from non-University persons or organizations will be refused. The University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission to release information. Moreover, your name will not appear in any printed programs or posted in listings associated with Deans Lists or the Commencement Program.

I have carefully read the information above and request that NO Directory Information be disclosed to third parties by New Jersey Institute of Technology, except as required by law or legal process.

Student's Printed Name: _____

NJIT Student ID#: _____ Student's Cell Phone: _____

NJIT Email: _____

Student's Signature: _____ Date: _____

Please return this form along with a photo ID to the Registrar's Office. Submission may be emailed to registrar@njit.edu or delivered in person to the Registrar's Office located in the Student Mall.