MarymountManhattan

Request to Restrict Directory Information

Marymount Manhattan College defines "Directory Information" as any information including, but not limited to, name, parents' names, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous schools or institutions, and photographs. This information may be disclosed by the College without the student's consent, as indicated in the Student Handbook.

It is important to keep in mind that while Marymount has legal right to disclose directory information (unless the student has requested to withhold this information), it uses extreme discretion in doing so. It is always at the College's discretion on whether or not to disclose information to anyone other than the student. It should also be noted that if a student has financial aid and directory information is withheld from lenders their financial assistance could be affected or even revoked.

By completing this form, you hereby withdraw the right of Marymount Manhattan College to disclose all or some directory information regarding your account.

Student ID Number

Last Name

First Name MI

☐ **I request Marymount Manhattan College to withhold all Directory Information pertaining to my account from any person requesting such.**

☐ **I request Marymount Manhattan College to withhold only the following Directory Information pertaining to my account from any person requesting such:**

- ☐ Name
- ☐ Parent's names
- ☐ Address
- ☐ Telephone Number(s)
- ☐ Date/Place of Birth
- ☐ Major field of study
- ☐ Participation in officially recognized activities
- ☐ Dates of attendance
- ☐ Degrees and awards received
- ☐ Photographs
- ☐Most recent previous educational agency/institution attended

Student Signature Date / /

If you wish to revoke this request, please sign and date below:

Student Signature Date / /