



CAZENOVIA COLLEGE

STUDENT RELEASE OF INFORMATION FORM

I _____, HEREBY AUTHORIZE **Cazenovia College** to release my (please check the appropriate box(es)):

Academic Information, including transcripts

Financial Aid Information, including billing

To the following individual:

Name: _____

Relationship: _____

Address: _____

City, State, Zip Code: _____

Home Phone Number: _____

This release is effective _____ and until rescinded.

Student Signature: _____

Printed Name: _____

Date: _____

Purpose

The purpose of the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), as amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and right to have some control over the disclosure of information from the records. The act does not apply to students admitted to the College who have not officially enrolled. Cazenovia College affords all of the rights under the law to its students.

Annual Notification

Students will be notified of their rights as stipulated by FERPA annually.

Release of Student Record Information

In general, Cazenovia College will not release student educational record information without the expressed, written consent of the student. There are, however, some exceptions:

Directory Information

The following information is designated as “Directory (Public) Information” and may be released without the student’s consent:

- Student’s name
- Student’s local address & telephone number
- Student’s permanent address and telephone number
- Student’s e-mail address
- Date and place of birth
- Dates of enrollment
- Date of separation, but not the reason if prior to graduation
- Status of enrollment (i.e. whether the student is, or is not, currently enrolled)
- Full or part-time enrollment
- Major field of study
- Advisor
- Anticipated date of graduation, if currently enrolled
- Participation in officially recognized activities and sports
- Residency - Corps of Cadets, Civilian, Commuter
- Weight and height of members of athletic team
- Degrees earned, if any, and date conferred
- Awards and honors received (including promotions in the Cadet Corps)
- Most recent educational institution attended.

Students have the right to withhold the release of “Directory Information.” To do so, a student must make a written request for withholding of this information to the Registrar. All students making this request will be required to meet with the Registrar. It should be noted that if a student asks for “Directory Information” to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Students should be aware that directory blocks are permanent and will not be removed without a written request.

Examples of other exceptions

- Emergency situation
- Lawfully issued subpoena
- School officials with legitimate educational interests as determined by the Registrar
- State and federal representative as required by law

Right to Review Records

Students have the right to review any of their educational records except parental financial records or letters of recommendation if the student has specifically waived the right of access to those letters in writing. Requests must be made in writing and addressed to the Registrar’s Office.

Right to Seek Amendment of an Educational Record

Students who believe that information contained in their educational records is in error or misleading may request that the record custodian amend the record. If the record is not amended to the student’s satisfaction, a College hearing may be requested. Requests must be made in writing and addressed to the Registrar’s Office.

Student Right of Complaint

Students have the right to file complaints with the Department of Education concerning alleged failures by Cazenovia College to comply with the law. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887, FAX: (202) 260-9001.