

STEVENSON

U N I V E R S I T Y

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NOTICE TO STUDENTS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

Stevenson University 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 rights of students to inspect and review the educational 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 Stevenson University for compliance with the provision of the Act. Copies can be obtained from the Student Handbook, the College's Website, and the Office of the Registrar. Questions concerning the Family Educational Rights and Privacy Act should be directed to the Registrar.

AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION TO PARENTS OR OTHER AUTHORIZED PERSONS

In accordance with FERPA, Stevenson University will disclose to parents or other authorized persons identified below the information from the academic records of a student provided the university has on file the written consent of the student. Please identify the individual(s) to whom your record may be released and indicate their relationship to you. Return this form to the Office of the Registrar who will place a copy of this form in your record.

This release is in effect as long as the student attends Stevenson University. Any change to this release must be made in writing in the Registrar's Office.

I hereby release the following information from my educational record to the persons listed below.

Please check all that apply.

_____ **Academic Record (grades, courses, academic information)**

_____ **Financial Aid information**

_____ **Student Account information**

Print name

Relationship to student: _____

Print name

Relationship to student: _____

Print name

Relationship to student: _____

Student's Signature

Date

Stevenson University ID number