

## Office of the Registrar

### **Notification of Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write The Dean, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at the Office of the Registrar. Public information is limited to name; address; phone; major field of study; dates of attendance; admission or enrollment status; campus; school, college, or division; class standing; degrees and awards; activities; sports; and athletic information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Watkins College of Art, Design & Film to comply with the requirements of FERPA.



**CONSENT TO RELEASE RECORDS  
CERTIFICATION OF DEPENDENT/ INDEPENDENT STATUS**

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Students Name: \_\_\_\_\_  
**(Please Print)**

Student ID: \_\_\_\_\_

Parent Name & Address

Add'l Parent Name & Address:

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Watkins College of Art and Design is subject to the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment of 1974) that afford to students certain rights of access to educational records and imposed obligations on the College in the release and disclosure of those records to third parties. Buckley Amendment regulations, however, allow the College to disclose information from an educational record to your parent(s) if you are your parent(s)' dependent for federal income tax purposes.

In order to improve the College's records and to administer properly the release of this information to you parent(s) the College requests that you complete this form. The information will be released to your parent(s) at the address(es) shown above. If we have not listed the name and address of another parent who may receive information, please indicate in the space provided above.

- I am a dependent of my parent(s) listed above.
- I am not a dependent of my parent(s), but I consent to the release of information from my educational records to my parent(s) listed above. The information I authorize for disclosure is information pertaining to my grades, accounts, and any disciplinary matters that might involve me.
- I am not a dependent of my parent(s), and I do not consent to the release of information from my educational records to my parent(s).

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

Additional information if any: \_\_\_\_\_

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