

# Annual FERPA Notice to Students

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

Annually, The Sage Colleges 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 educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate office written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational 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 college official responsible for the record, 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 records as requested by a 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 a student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational 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 educational record in order to fulfill his or her professional responsibility. The following is considered "Directory Information" at The Sage Colleges and may be made available to the general public at the discretion of the college unless the student notifies the Office of the Registrar in writing before that end of the first month of the fall semester:  
Student's name, address, phone listing, date and place of birth, 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 attended.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Sage College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

## Authorization to Disclose Academic Information

In accordance with FERPA, The Sage Colleges will disclose information from the academic records of a student provided the college has on file written consent of the student. Please sign below and return to The Sage Colleges' Registrar's Office if you consent for the college to release your educational records. This authorization is valid for one academic year (fall through spring semester). Upon conclusion of the spring semester, all authorizations will be removed. If you wish to renew this, a new request form must be signed and returned to the Registrar's Office.

I authorize the Sage Colleges to disclose my academic information to the following individuals:

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Authorized Individuals

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Student's Name (please print)

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Student ID#

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Student's Signature

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Date

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## Authorization to Withhold Directory Information

The following is considered "Directory Information" at The Sage Colleges and may be made available to the general public unless the student notifies the Registrar's Office in writing by September 30:

Student's name, address, phone listing, date and place of birth, 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 attended.

**Please consider carefully the consequences of withholding such Directory Information.** Should you decide to inform The Sage Colleges not to release any of this information, any requests for such information from The Sage Colleges would be refused. Student groups and organizations will not be able to contact you, your name would not be listed in the student directory, your name will not appear on Dean's lists or in the Commencement program, nor will The Sage Colleges be able to verify that you attend here.

This signed request must be received in the Registrar's Office by September 30. This authorization is valid for one academic year. Upon conclusion of the spring semester, all directory holds will be removed. If you wish this action to be renewed, a new request form must be signed and returned to the Registrar's Office each academic year.

I hereby request that The Sage Colleges not release any Directory Information. I have read the above paragraphs and understand the consequences of my action.

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Student's Signature

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Date