

**Family Education Rights and
Privacy Act (FERPA)
Acknowledgement Form**



GENEVA COLLEGE

The Federal Education Rights and Privacy Act (FERPA) generally requires that a student's academic records may not be shared with most persons without the explicit permission of the student. However, FERPA does explicitly permit educational institutions to grant access to two specific categories of people without the student's permission. First, the College is permitted to share academic information with College personnel who have a legitimate educational reason to access the information. Second, parents/guardians of a dependent child (one who is claimed on a parent/guardian's federal tax forms) are permitted access to information regarding a student's academic information (both curricular and co-curricular activities and records).

With regard to parents/guardians, the College's general policy is to ask that the desired information be obtained from the student. However, the College recognizes that there are reasonable and legitimate reasons why this may either not be possible or wise in a given situation. When reasonable and legitimate requests are received by the College, the College may provide information that includes, but is not limited to,

1. Academic records, including, but not limited to, registration/enrollment, major/minor, academic standing, grades, grade point average, class attendance, and test scores.
2. Student account information such as charges, fees, payments, financial aid, and account balance.
3. Violations of the College behavioral standards.
4. Behavior related to, and/or caused by, emerging and/or ongoing emotional issues.

The College reserves the right to withhold information when it deems the request to be either not reasonable or not legitimate.

Please note that, in addition, the College will publically disclose personally identifiable information from education records, also known as *directory information* and or *public relations* information, such as name, major, home town, room assignment, email address, mail box number, photograph, enrollment status, class standing, participation in College activities/events, and/or phone number. Use the space below if you want to restrict publication of any or all of this type of information.

Matters related to a student's educational progress should be directed to the Dean of Faculty and Administration (Dr. Terri Williams), while matters related to a student behavior and/or co-curricular progress should be directed to the Dean of Student Development (Dr. Mike Loomis).

Further information about FERPA may be found online at www.ed.gov.

By signing this form, students acknowledge that they have received this notification. Please note that this notification is not required by FERPA. The College provides it as a courtesy to students. Updates to this policy will be outlined in the Student Handbook, found at www.geneva.edu.)

Both FERPA and Geneva College policy permit students to opt out of these reporting possibilities in certain cases. **If you have a situation in which you think that persons who would otherwise have access to your academic records (as described above) should not have access to some or all information concerning you, please explain your situation below or on an attached sheet.**

Student's printed name: _____ Student ID Number: _____

Student's signature: _____ Date: ____/____/20__

Only use this space if you want to restrict access to your information from someone who would otherwise have access to it (as explained above). Be sure to include who should be restricted and why. Check here if you are attaching a sheet with this information.

ACCEPT THE CHALLENGE™