

## Information Release Policy

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Under the Family Educational Rights and Privacy Act of 1974 – also known as The Buckley Amendment – schools are permitted to publish or release, without prior written consent, certain information about students. This information, which is understood to be publicly available, is termed “directory information.” Emory & Henry College considers the following to be publicly available and can be published or released by the College.

- Student's name
- Student's address (es)
- Student's telephone number (s)
- Student's email address (es)
- Student's major field of study
- Whether the student is currently enrolled
- Enrollment status (full-time, part-time)
- Anticipated date of graduation
- Dates of attendance
- Degree(s) earned, including date and level of distinction
- Participation in officially recognized student activities and sports

In compliance with the provisions of the Buckley Amendment, Emory & Henry College protects students' rights and privacy and does not release names and addresses of students if the request is for selection by any non-directory criteria, such as gender, ethnic background, grade point average, high school, etc. Emory & Henry College does not release any student's educational records or any other information personally identifying a student (other than directory information) without the student's signed, dated, written permission. This restriction extends to the release of a student's records, such as grades, class schedules, academic standing, and other personal information, to the student's parents.

However, students who wish to grant their parents access to their academic records and transcripts and any other information that may be of interest regarding their attendance at Emory & Henry College may complete a waiver form in the Registrar's Office. In addition, those who wish to have a copy of their grade report sent to their parents can complete a request form in the Registrar's Office.