

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and also known as The Buckley Amendment, schools are permitted to publish or release 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 when a signed Disclosure Form is on file in the Centralized Student Assistance Office:

- Student's name
- Student's telephone number(s)
- Whether the student is currently enrolled
- Anticipated date of graduation
- Participation in officially recognized student activities and sports
- Height and weight of student athletes
- Degree(s) earned, including date and honors awarded
- Student's email and mailing address(es)
- Student's major and minor field of study
- Enrollment status (full-time, part-time) and class standing
- Dates of attendance

In compliance with the provisions of FERPA, Emory & Henry College protects students' rights and privacy and does not release names and information about students if the request is for selection by any non-directory criteria, such as gender, ethnic background, grade point average, high school, etc.

While the law provides for liberal exercise of release of information, Emory & Henry College does not release information about student's educational records or other information personally identifying a student without the student's signed written permission per the College's Disclosure Form.

Students who wish to grant their parents/guardians access to their academic records and other information that may be of interest regarding their attendance at Emory & Henry College may complete a Disclosure Form in the Centralized Student Assistance Office.

Students' rights with respect to FERPA include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
400 Maryland Avenue SW
Washington DC 20202-5901**

In addition, the College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials who are deemed to have a legitimate educational interest. 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, consulted, or other parties acting as its agent to provide a service instead of using College employees or officials (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.

Students may block disclosure of directory of information. To block disclosure of directory information, a student must file a request with the Centralized Student Assistance Office within two weeks of the start of the semester. Even if a student blocks directory information, it may still be inspected by those persons authorized by law to inspect education records without a student's express consent.