



Colgate University
 Office of the Registrar
 13 Oak Drive, Hamilton, NY 13346
 (315) 228-7676

Non-Directory Information Release Form

- In accordance with the Family Educational Rights and Privacy Act (FERPA) and Colgate University policy, this form allows students to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Office of the Registrar.
- Anyone given access to a student's records may have access to *all* academic student records maintained by the Office of the Registrar.
- All permissions granted will stay in effect until revoked in writing by the student, the student graduates, withdraws, or is dismissed / suspended.
- Directory information is considered public and will be released upon request.
- See below for definitions of directory information and FERPA.
- **If directory information has been restricted, then no information will be released even to parties designated below.**

PLEASE PRINT CLEARLY

I, _____ give permission for the following people to have access to my academic records.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

 Student Signature

 Date

 Student ID

 Class Year

CANCEL REQUEST:

To cancel this request the student must sign and date.

 Student Signature

 Date

FERPA: The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see the Office of the Registrar's web site for full explanation and regulatory exceptions. <http://www.colgate.edu/registrar>

Why should I sign this form?

If you sign this form, the person(s) you have given access to will be able to discuss your records with staff members of the Office of the Registrar without providing written consent each time.

Can I change my mind?

Yes. If you decide that you no longer want others to have access to your records just fill out the *Cancel Request* section above.

What types of information will be released to the designated parties if I sign this form?

Records maintained by the Office of the Registrar such as grades, GPA, class rank, progress towards degree, and other academic records, upon request by the designated parties.

What does the University consider directory information?

Directory information may be given out *without* the student's written consent. Colgate University defines directory information as a student's name, address, telephone listing, email address, 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, awards received, student level, enrollment status in any past or present semester (i.e. full/part-time), and the most recent education agency or institution attended. This information may be released to anyone, unless restricted by written authorization of the student. Contact staff in the Office of the Registrar if you wish to restrict this information