Appendix E: Release of Information

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student’s education 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 official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student 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 student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education 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 record as requested by the 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 the 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 education 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of 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. Dept. of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4604

SUNY College of Environmental Science and Forestry hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its discretion.

Category I
Name, address, email address, telephone number, dates of attendance, class, date and place of birth.

Category II
Previous institution(s) attended, major field of study, awards, honors (including President’s list), degree(s) conferred (including dates). Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar’s Office prior to the end of the “add period” (one week after the start of classes) at SUNY College of Environmental Science and Forestry, 111 Bray Hall. Forms requesting the withholding of "Directory Information" are available in the Registrar’s office.

The College of Environmental Science and Forestry assumes that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates approval for disclosure.
Request to Prevent Disclosure of Directory Information SAMPLE

The items listed below are designated as "Directory Information" and will be released only for internal use at this institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below. Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the institution to disclose the following public or "Directory Information."

Disclose Information

NO

Category I
Name, address, email address, telephone number,
dates of attendance, class, date of birth, place of birth.

Category II
Previous institution(s) attended, major field
of study, awards, honors (includes Dean's list),
degree(s) conferred (including dates).

Please Print

Name _________________________________________________________  ID. No. _____________________
(last)                    (first)                          (m.i.)

Date ______________________  Student Signature __________________________________________________

This form must be received in the Office of the Registrar, 111 Bray Hall, prior to the end of the add period (one week after the start of classes). If not received by that time the above information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

Special Note: Syracuse University publishes an annual printed telephone directory. To prevent your information from appearing in this directory you must file a Syracuse University Request to Prevent Disclosure of Directory Information form with the SU Registrar’s Office, 106 Steele Hall. The form must be submitted within the first two weeks of the fall semester.