The Family Rights and Privacy Act (FERPA)

DISCLOSURE OF EDUCATION RECORDS

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as “FERPA” or the “Buckley Amendment”) is designed to give students access to their records to assure accuracy and to protect the confidentiality of students’ educational records. It limits access to student’s academic records by anyone other than the student, including parents, spouse, or employer, without the student’s written permission. Academic records include, but are not limited to, grades, course schedules, account balances, and financial aid monies. Doane’s policy is not to release academic information such as grades or a student’s course schedule over the phone to anyone, including the student.

FERPA does allow the College to provide directory information without consent. Directory information includes: name, address, phone number, email, birth date, field of study, dates of attendance, nature of any degrees granted and dates conferred, honors and awards earned, and photograph. For example, Doane releases names of graduates and degrees conferred to local newspapers and will confirm your degree to future employers. If you wish to have your directory information withheld, please contact the Registrar’s Office. FERPA also outlines when information may be disclosed without a student’s consent. For example, if your records are subpoenaed by the state.

For more information on FERPA, and to see the entire FERPA Policy, please visit the Registrar’s Web page on the Doane Web site. Questions and concerns can be sent to the Registrar at registraroffice@doane.edu or 402-826-8251.

PLEASE CHECK THE BOX TO SHOW YOUR AGREEMENT:

☐ I have read the information above and understand that my academic and financial information will only be released to me.

☐ I understand that my spouse/parent(s)/employer will not be able to discuss my records with a Doane employee.

☐ I understand that for my spouse/parent(s)/employer to know the grades I have received or my current course schedule, I have to share that information with them, as Doane will not release it.

____________________________________________________________
____________________________________________________________
STUDENT NAME

____________________________________________________________
ID#/SSN

DOANE COLLEGE CONTINUES ITS POLICY OF NONDISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, MARITAL STATUS OR SEXUAL ORIENTATION.