The Family Educational Rights and Privacy Act (FERPA) of 1974 limits access to a student's academic and financial records by a third party, including parents, spouses, or employers, without the student’s written permission. Academic records include, but are not limited to, grades and course schedules. Financial records include, but are not limited to, 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 the following directory information without consent: 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. For example, Doane releases names of graduate 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 outlines when information may be disclosed without a student’s consent. For example, if your records are subpoenaed by the state.

☐ I have read and understood the information above.

Student’s Name: ___________________________  ID# or SS#: __________________

_____________________________  ________________
Signature  Date