The Family Educational Rights and Privacy Act (FERPA) of 1974 limits access of students' academic and financial records to third parties. Doane's philosophy regarding student information is that students are adults, and we will not share their academic and/or financial records with third parties, including parents, spouses or employers. 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 funds. FERPA guidelines prevent Doane from releasing academic information such as grades or a student's course schedule over the phone to anyone, including the student.

FERPA does provide for situations in which the college may, at its discretion, provide directory information. Directory information that will be released without consent includes: name, address, phone number, e-mail, birth date, field of study, dates of attendance, nature of degrees granted and dates conferred, and honors and awards earned. If you wish to have your directory information withheld, please contact the Registrar’s Office.

FERPA outlines when information must be disclosed without a student’s consent. For example, we may disclose educational records to a parent without the consent of the student if the student is listed as a financial dependent on the parent’s federal tax submission (financial aid applicants) when we determine such disclosure is merited.

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’s Name: ____________________________________________

ID# or SSN: ________________________________________________

______________________________  ____________________________  
Signature of Applicant                Date

Doane College continues its policy of nondiscrimination on the basis of race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation.