

CUNY FERPA RELEASE

PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS

This form allows students to grant third parties access to their educational records maintained by the student's college. The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the "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, with certain regulatory exceptions. A description of a student's rights under FERPA is provided with this form.

Participant Name (*please print*): _____

Social Security Number: _____

I, the undersigned, hereby authorize The College Opportunity to Prepare for Employment Program (the "Program") of The City University of New York, to release the following records and information:

Demographic information (such as age, gender, and ethnicity), public assistance participation status, service utilization and employment information, enrollment status and academic record

These records can be released to the following person/agency:

College Initiative

These records are being released for the purposes stated below:

To monitor and assess the performance and outcomes of College Initiative participants attending CUNY colleges and to comply with requirements of the Program's contract with College Initiative

Participant's signature

Date

Please note that "directory information" can be given out without the student's written consent. The City University of New York defines directory information to include such information as a student's name, attendance dates, home and e-mail address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate/graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received. This information may be released to anyone, unless restricted by written authorization of the student. Contact University COPE Coordinator Maxine Henry at 646-344-7347 if you wish to restrict this information.]

**Notification Under FERPA of Student Rights Concerning Education Records
and
Directory Information**

[name of college] College - CUNY

1. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section 5 below to prevent the disclosure of directory information. The FERPA rights of students are:

- The right to inspect and review your education records. 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. 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. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; 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 college official in performing his or her tasks. A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

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

2. You may appeal the alleged denial of FERPA rights to:

General Counsel and Vice Chancellor for Legal Affairs
The City University of New York
535 East 80th Street
New York, NY 10075.

3. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605.

4. Directory Information

The college will make the following “**directory information**” concerning current and former students available to those parties having a legitimate interest in the information: **name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards** received. By filing a form with the Registrar’s Office, you may request that any or all of this directory information **not** be released without your prior written consent. This form is available in the Registrar’s Office and may be filed, withdrawn, or modified at any time.

5. Directory Information Non-Disclosure Form

Directory information may be made available to any parties deemed to have a legitimate interest in the information unless the student files a “Directory Information Non Disclosure Form” in the Office of the Registrar. Non-disclosure forms may be obtained in the Office of the Registrar, *[insert address]*.

6. Withholding Student Records

CUNY Policy On Withholding Student Records: Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disturbing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

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