Family Educational Rights and Privacy Act Notification / Release

To waive your rights electronically, please log into your student portal at estudent.husson.edu.

If using this form, a physical signature is required.

Important Information for Parents and Students

(Please return page 3 to the Registrar's Office. Pages 1 & 2 are for your information)

The Family Educational Rights and Privacy Act (FERPA) is a federal act that affords students of higher learning certain rights with respect to their education. It is the policy of the Husson University to follow those guidelines to protect the privacy of students. Once students become part of our community, they will be treated as adults. It is their responsibility to keep you informed of their activities and their academic progress.

Please be advised that in accordance with FERPA rules and regulations Husson University **does not**:

1. Release information to parents about grades or academic progress without the written consent of the student.

2. Release information to parents about Honor Code or student conduct violations and/or sanctions without the written consent of the student.

3. Release information to parents about the student's whereabouts or social activities without the written consent of the student.

4. Release information related to a student's health or counseling record (also covered under HIPAA: The Health Insurance Portability and Accountability Act) without the written consent of the student.

5. Notify a parent or legal guardian when a student is withdrawn or put on a leave of absence from the University.

Husson **may** contact parents under the following circumstance:

1. When the staff has ongoing concerns about a student's well being, or is concerned that a student presents a threat to themselves or to others.

Husson University students wishing to waive their rights under FERPA, can fill out the FERPA Student Release form attached to this information. Alternatively, a parent or guardian may seek access to the academic records if the student is declared as a dependent and attached to the form is a signed copy of pages 1 & 2 of the most recent Federal Income Tax Form 1040. *(Please see Part B on the FERPA release form.)*

The following student rights are covered by FERPA and are afforded to all eligible students of the University:

1. The right to inspect and review the student's educational records.

2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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.

4. The right to notify the University in writing if the student does not want any or all of the information designated as directory information to be released internally or externally. *(Please see Part C of the Release Form)*

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Husson University to comply with the requirements of FERPA.

Without the consent of the student, releases to third parties may be given only as follows:

1. To federal officers as prescribed by law.

2. As required by state law.

3. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.

4. To accrediting agencies carrying out their functions.

5. In response to a judicial order or lawfully issued subpoena.

6. By Husson University Safety and Security to other law enforcement agencies in the investigation of a specific criminal case.

7. To parents of students who are dependents as certified according to IRS standards. *(Please see Part B on the FERPA Release Form)*

8. A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).

9. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

The annual notification of rights under FERPA can be found at www.husson.edu/academics/registrar/privacy.

HUSSON UNIVERSITY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA
STUDENT RELEASE

www.husson.edu/academics/registrar/privacy

Student Name (Please Print): _____ ID No._____

PART A – FOR STUDENTS

By signing below, I am aware of and choose to waive my rights to privacy established by FERPA as indicated below.

The following persons have my permission to receive information contained in the records listed below upon either verbal or written request.

Name(s): _____

_____

The Records that may be disclosed are *(please place an X where appropriate)*:

☐ Academic/Advising/Placement   ☐ Financial/Financial Aid   ☐ Disciplinary

Student Signature: _____   Date:_____

PART B – FOR PARENT(S)/GUARDIAN(S) OF A STUDENT WHO DOES NOT COMPLETE PART A

In order to gain access to my student's financial and/or academic records, I certify that I am the parent(s)/guardian(s) of the person whose name is written above. I also certify that the student is a dependent according to Section 152 of the Internal Revenue Code and that I have attached a signed copy of pages 1 & 2 of my most recent Federal Income Tax return.

Parent/Guardian Signature: _____   Date:_____

PLEASE NOTE: *Because the status of dependency may change, this section is valid only in the current academic year and must be resubmitted to sustain the right of access to the student's educational records.*

PART C – DISCLOSURE OF DIRECTORY INFORMATION

Husson, for various reasons consistent with its mission, releases directory information internally and externally whether in writing, verbally, or electronically. Directory information includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photographs, date and place of birth, major, participation in officially recognized activities, dates of attendance, degrees and awards received.

Students have the right to refuse to let Husson, its agents, or designees publish such student information. Such refusal must be made in writing to the Registrar.

RETURN TO: OFFICE OF THE REGISTRAR
Peabody Hall – Room 126