



## FERPA Disclosure Information

It is the policy of O'More College of Design to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The provisions of the Act apply to both currently enrolled students and former students. Pertinent highlights of the Act, which provides for access to student records, are as follows:

1. Students are entitled to:

- Inspect and review their education records
- Request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their right to privacy
- Consent to disclosures of personally identifiable information contained in their records except to the extent to which other regulations of the Act authorize disclosure without consent.

2. Records that are excluded from the provisions of the Act include:

- Personal files seen only by the writer
- Law enforcement files
- Files related to employment status
- Medical or related professional files.

3. Records may be released without written consent to:

- School officials, including teachers, within the institution
- Officials of another institution of post-secondary education where the student seeks or intends to enroll
- Officials in connection with the application for financial aid
- State or local officials.

4. O'More College may disclose directory information to any person requesting it without the consent of the student unless the student specifically refuses, in writing, to allow disclosure

of designated directory information. Directory information includes the student's name, e-mail address, telephone number, dates of attendance, and major field of study.

5. Students may request a review of their records by submitting such a request in writing to the Registrar.

6. Students may request an amendment of their records by submitting such a request in writing to the Registrar, follow by a face-to-face meeting between the student and Registrar, with a formal written statement of the request of changes. This form will also be signed off on by the Chair and Instructor (if applicable). Once the form is discussed with all parties, amendment will be decided upon.