



FURMAN

**Student Information Release**  
*Your Rights, Our Responsibilities*

PLEASE READ CAREFULLY! WE ARE ASKING YOU TO MAKE IMPORTANT DECISIONS ABOUT WHO WILL BE ABLE TO ACCESS YOUR FURMAN RECORDS.

Please complete the following to indicate that you have been notified of your student information release rights at Furman:

PRINT NAME	FURMAN ID	TODAY'S DATE
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As you might guess, we will amass a considerable amount of information about you over the time you're attending Furman. Almost all of this information will be contained in records protected by the Family Education Rights Privacy Act (FERPA), a federal statute signed into law in 1974. Under the law, you have the right to review your records and to challenge anything in them that you perceive to be inaccurate or misleading. FERPA regulations also stipulate that the university cannot release information from your records to **anyone but you... without your written consent.** You should also be aware of the following:

***Furman Faculty and Staff***

School officials with a legitimate educational interest may review your records without your consent if necessary to fulfill their professional responsibilities. Don't be surprised that your faculty advisor, a dean, or your coach has information about your class schedule or your grades.

***Information for Your Parents***

Furman understands that your parents will likely play an important role in your education. However, we may provide specific academic information to them, such as individual course grades, grade point average, and your academic status, only if you permit. We will also discuss billing and financial aid details related to your attendance at Furman with your parents only at your request. Please sign below to authorize the release of this information to your parents.

If you agree, sign your name here: \_\_\_\_\_

**If you choose not to permit your parents access to your records, the university can still provide information to them if you were considered financially dependent during the most recent tax year.**

It may also be helpful to communicate electronically with your parents, please provide an e-mail address to reach them here:

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***SEE REVERSE FOR MORE!***

**Public Information**

Furman can disclose public information about you to legitimate requests from a third party if we determine that it is in your best interest for us to do so, unless you specifically inform us **in writing** that this type of information should not be released.

- your name,
- names of parents or spouse,
- local address and telephone number,
- home address and telephone number,
- e-mail address
- date and place of birth,
- field of study,
- class year,
- participation in officially recognized activities,
- height and weight of members of athletic teams,
- dates of attendance,
- most recent educational institution attended,
- any degree or awards received, and
- identification photograph

**Written requests to withhold the release of all public information must be submitted to Academic Records. Requests to withhold this type of information must be renewed annually.**

**Campus Directory**

As a service to the entire university community, Furman also publishes a campus directory on an annual basis. A directory entry typically includes the following information for every current student:

- your name
- class year
- local telephone number
- local residence address
- Furman PO Box number
- home address

**Circle any item that you do not want published in the campus directory.**

We also know with the ubiquitous nature of mobile telephone technology, you may not regularly use the telephone number Furman has assigned to you. It is vital too, in the event of a campus emergency, for us to know your mobile phone number. Please provide the number (including area code) below and indicate if you would like the number published in the university directory:

\_\_\_\_\_  PUBLISH MY NUMBER IN THE DIRECTORY

MOBILE TELEPHONE NUMBER  KEEP MY NUMBER PRIVATE

**Information for the Media**

Finally, all of us at Furman take great pride in recognizing the good work of our students. If you are interested in having your accomplishments at the university publicized, please provide the name of your local newspaper below. Be aware, we will never release anything more than the directory information described above without seeking your written permission.

If you agree, please provide the name of your hometown and your local newspaper:

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MORE COMPLETE INFORMATION ABOUT ACCESS TO YOUR RECORDS IS PRINTED IN THE HELMSMAN, FURMAN UNIVERSITY'S STUDENT HANDBOOK. ADDITIONAL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO ACADEMIC RECORDS.