



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	7-DIGIT FURMAN ID NUMBER	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 direct affirmative consent.** Beyond this affirmation of your rights though, you should be aware that...

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 academic advisor, a dean, or your coach has information about your class schedule or your grades.

Information for Your Parents or Spouse

Furman understands that your parents or spouse 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.

Release for other Purposes

Furman may also share or be compelled to present information from your education records without your consent in the following circumstances:

- disclosures connected to financial aid awards to determine eligibility and/or to enforce the terms and conditions of aid received,
- information released to another higher education institution where a student seeks or intends to enroll,
- compliance with a lawfully issued subpoena or court order,
- notifications to parents or guardians of students who have violated federal, state or local law or of any university policy related to the use or possession of alcohol or controlled substances, and/or
- specific needs to address a health or safety emergency.

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 that this type of information should not be released without your explicit consent.

- 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 or sports,
- height and weight of members of athletic teams,
- dates of attendance,
- most recent educational institution attended,
- any degree, honors, or awards received,
- identification photograph, and
- enrollment status (full-time, part-time, undergraduate, graduate)

Campus Directory

As a service to the entire university community, Furman publishes a campus directory via the password-secured MyFurman web portal. 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
- e-mail address
- ID photograph

You may manage the release of public information from your education records and amend the items visible in your directory listing at any time using the MyFurman student directory maintenance tool. You can also add or delete e-mail addresses that will receive billing and/or grade information using the MyFurman tool.

Information for the Media

Finally, all of us at Furman take great pride in recognizing the good work of our students. Unless you specifically inform us otherwise, we will assume you are interested in having your accomplishments at the university publicized to local media outlets in your hometown. Be aware, we will never release anything more than the public information described above without seeking your written permission.

You should also be aware that the university reserves the right to photograph and/or videotape students and their guests while on university property or during university-sponsored functions. These images and audio may be used for promotional purposes, including use in university magazines, newspapers, press releases, booklets, pamphlets, newsletters, advertisements, videos, web site and associated sites, and other promotional materials.

Want to know whole story?

Check out more about our student information release policy:

<http://www.furman.edu/sites/registrar/Pages/Release.aspx>. Please contact [The Registrar's Office](#) at 864-294-2030 if you have further questions or concerns.