



### ANNUAL NOTICE TO STUDENTS

#### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

The Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.), as amended, was designated to protect the privacy of education records. The Act affords students certain rights with respect to their education records.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. 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. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified to the right to a hearing.
- 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); 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 school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The following is considered "Directory Information" at Touro College be made available to the general public unless the student notifies the Office of the Registrar in writing within 14 days from the beginning of the semester.

Student's name, e-mail address, place of birth, college, major, honors, awards, photos, classification, dates of enrollment status, degrees conferred, dates of conferral, and graduation distinctions.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.



# TOURO COLLEGE OF OSTEOPATHIC MEDICINE

- Harlem Campus  
 Middletown Campus

Student Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student ID: \_\_\_\_\_

(PLEASE PRINT)

## AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION TO PARENTS

In accordance with FERPA, Touro College will disclose to parents information from the academic records of a student provided the University has on file written consent of the student. Please check the appropriate box and sign below.

- Consent to release Information**  
 **Decline release of Information**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

The following is considered "Directory Information" at Touro College and will be made available to the general public unless the student notifies the Office of the Registrar in writing within 14 days from the beginning of the semester.

Student's name, e-mail address, place of birth, college, major, honors, awards, photo, classification, dates of enrollment, degrees conferred, dates of enrollment, degrees of conferral and graduation distinctions.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. Touro College will honor your request to withhold Directory Information. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide to inform Touro College not to release any of this information; any request for such information from Touro University will be refused.

This signed request must be received in the Office of Registrar by the end of fall registration. This authorization is valid until a written request to rescind is received by the Office of the Registrar. Please note - if we have not received a request to rescind this hold at the time of your graduation, your name will not appear in the commencement program. It is your responsibility to remove the hold at the time.

- Consent to release Information**  
 **Decline release of Information**

I have read the above paragraphs and understand the consequences of my action

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date