Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Cape Fear Community College established various policies to ensure compliance with this legislation as stated on page 50 in the College Catalog and Student Handbook.

**Do parents have the right to view their child’s records?** If the student is a dependent for income tax purposes, the college may disclose any education records including financial records to a student’s parents. (A copy of the tax return for the most recent tax year must be submitted.) If the student is not a dependent, then the student must generally provide consent for the college to disclose the information to the parents.

**What if a minor child is taking college classes at the college?** Once a student turns 18 or enters a postsecondary institution, the rights under FERPA transfer from the parents to the students. If a student is attending college—at any age—the rights have transferred to the student. If the student is enrolled in both a high school and a college, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the college to the high school.

**What is Directory Information?** Directory information as identified in the College Catalog and Student Handbook includes name, major field of study, full-time/part-time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and membership information for clubs, organizations, and/or athletics. Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management’s office.

**Disclosure requests are valid for one academic year. Requests must be re-filed every Fall semester.**

**AUTHORIZATION TO DISCLOSE OR WITHHOLD INFORMATION**

Cape Fear Community College may disclose directory information to the general public unless the student notifies the Office of the Director of Enrollment Management before the last day to add classes as indicated in the Academic Calendar. Under the provisions of FERPA, the student has the right to withhold disclosure of such directory information by completing this signed request, which will remain valid until a written request to rescind is received by the Office of the Director of Enrollment Management.

_____ I hereby request that CFCC withhold disclosure of any directory information.**

_____ I hereby request that CFCC disclose academic information to the following:

Name(s) ________________________________

**Required:** For verification purposes, list 2 security questions and answers the above named person(s) must supply to allow disclosure:

Question________________________________________ Answer_________________________

Question________________________________________ Answer_________________________

_____ I hereby rescind my request to have CFCC disclose academic information.

________________________________________________________ Student’s Printed Name

________________________________________________________ Student ID

________________________________________________________ Student’s Signature

________________________________________________________ Date

**Should you need a more restrictive block of ALL information or access to your records, you must contact the Registrar or Director of Enrollment Management.**

For Office Use: Date Received_________ Effective Term ________ Expiration Date

Privacy Block Added? (Circle) Y / N

________________________________________________________________________

Linda Kasyan, Director of Enrollment Management

February 22, 2012