



STUDENT RECORDS POLICY ANNUAL NOTIFICATION

"The Family Educational Rights and Privacy Act (FERPA) and Hodges University afford students certain rights with respect to their education records. They include:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information (other than directory information described below) contained in the student's education records, except to the extent that FERPA or this policy authorizes disclosure without consent.
4. The right to file with the United States Department of Education a complaint concerning alleged violation of the FERPA Act by Hodges University.
5. The right to obtain a copy of Hodges University's student records policy. Students should contact the Registrar's Office.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, University email address, address, telephone numbers, date of birth, student ID number, major field of study, dates of attendance, degrees, awards received (Dean's List, Honor Roll, Academic and Extracurricular Awards), enrollment status (full-time, part-time, less than part-time), any photo or video a student appears, grade/class level (freshman, sophomore, junior, senior, graduate student, ESL), and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

If you wish Hodges University to withhold personal and/or academic directory information from all parties, please mark an "X" next to the information to be withheld, print and sign your name and return this form to the Registrar's Office in person, by fax (239-938-7892), or email to registrar@hodges.edu.

Withhold: Personal directory information (address, phone number, email)
 Academic directory information (all information)

Printed Student Name

Student ID

Student Signature

Date