



RINGLING COLLEGE OF ART AND DESIGN ANNUAL NOTICE TO STUDENTS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

Annually, Ringling College of Art and Design informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by Ringling College of Art and Design for compliance with the provisions of the Act. Copies can be obtained from the Office of Continuing Studies, PreCollege. It is also explained in the Ringling College of Art and Design's Student Handbook that can be found on the Ringling Portal. Following are the explanations and permission options for the disclosure of directory and academic/financial information.

PART I: DIRECTORY INFORMATION

The following is considered "Directory Information" at Ringling College of Art and Design and will be made available to the general public unless the student notifies the Office of Continuing Studies, PreCollege in person or in writing prior to the program start.

Name, address, telephone number, e-mail address, photograph, likeness and filmed images, dates of attendance, class, previous institutions attended, major, awards, honors (includes President's List), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

The two most common ways that Ringling College of Art and Design releases student directory information are:

- 1.Through the Enrollment Verification Letter from the Office of Continuing Studies, PreCollege (or similar offices that have access to student records) that verifies to potential employers, credit agencies, insurance agencies, and others that a student is enrolled in the College.
2.Through press releases identifying graduates and student awards.

Ringling College offers students the option to keep directory information confidential. However, please be advised that doing so will make this important information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known or verified.

I understand that if I wish to have Directory Information be confidential, then I must complete the NO RELEASE Form that is available in the Office of Continuing Studies, PreCollege before the program starts.

PART II: DISCLOSURE OF ACADEMIC AND FINANCIAL INFORMATION

In accordance with FERPA, Ringling College of Art and Design will disclose information from the academic and financial records of a student provided the student has selected the authorized disclosure option below. Please select one of the following statements showing your preference for disclosure of your academic and financial records. Authorization allows parents, scholarship providers, insurance agencies, and other interested parties access to your academic and financial records. This consent remains in effect until changed in writing with the Registrar's Office.

Authorization to Release

[Redacted line]

Print Student Name

[Redacted line]

Student Signature

Date

[Redacted line]

Email Address: