



STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE
OFFICE OF THE REGISTRAR

The Family Educational Rights and Privacy Act

FERPA

Under The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, only the student may have access to the student's own record. Therefore, only the student may request in writing with the student's own signature, that the Office of the Registrar process or release any information concerning the student. A formal written request or the required form must be completed to request a letter of enrollment, a verification of enrollment, or a completion of an organization enrollment form, be processed. In addition, only the student may request that a transcript, either an official or an unofficial transcript be issued to the appropriate institution, agency or organization

In addition, the student has the right to review his/her academic record, in the Registrar's Office by filing a written request to see his/her file. The student must submit the written request, and make an appointment to meet with the College Registrar in order to review the student's record. The student will be required to show the College ID Card as documentation of the student's identity as the student. There are specific limitations as to which documents the student may review. The school is not required to show the student "any financial information submitted by parents; confidential letters and recommendations placed in the file before 1975, and confidential letters and statements of recommendations placed in the records after 01/01/1975." [FERPA Regulations].

If the student believes there is any discrepancy within the record, the student after viewing the record has up to 45 days to file a letter to challenge a discrepancy in the file. The student is required to submit a written letter, signed by the student, identifying the specific discrepancy to the College Registrar. The College Registrar is then required to submit the letter from the student and a copy of the student's record to the Associate Provost for review and consideration.

The College may not issue any information about the student to any other institution, agency, organization without the written consent of the student, except under circumstances as required by law, or under the issue of the Solomon Amendment.

The student can elect to authorize a parent to have informational rights about the student's record. The student would have to submit a written letter of authorization, signed by the student, and with a photocopy of picture identification, or a copy of an official copy of the power of attorney authorizing the specific person to act on behalf of the student, or to obtain specific information about the student. This letter of authorization would have to be submitted to the Registrar's Office and approved by the College Registrar or to the Associate Provost before any information could be released.

In order to maintain the confidentiality of the each student, each student is given an ID number, which is used as the identifying number for the student. In addition, the student will be given a PIN, which changes each semester. With the use of the ID and the PIN, each student can only access his/her academic record on the web.



STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE
OFFICE OF THE REGISTRAR

**Family Educational Rights and Privacy Act
FERPA
Release Request for Information to a Parent or Guardian**

Name of Student _____

First

Middle

Last

ID # _____

Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ - _____ Email Address _____

Semester _____ Year _____ Major _____

Year of Class: Freshman, Sophomore, Junior, or Senior or Class 04, 03, 02, 01 or Graduate or License Graduate or Special _____

I authorize SUNY Maritime College and its appropriate representative to give permission to my parent (s) _____ or guardian _____ to have access to: one or more of these records grades, and or academic standing, and or my financial matters or financial aid at SUNY Maritime College.

Please check off each one separately, if appropriate

Access may be granted to obtain my Academic Records. Yes _____ No _____

Access may be granted to obtain my Academic Standing Yes _____ No _____

Signature of the Student required _____ Date _____

Access may be granted to obtain information about my Financial tuition and fees matters.

Yes _____ No _____

Signature of the Student required _____ Date _____

Access may be granted to obtain information about my Financial Aid Records.

Yes _____ No _____

Signature of the Student required _____ Date _____

Note if at any time, there is a question concerning the record of the student, the specific office or college representative reserves the right to require the presence of both the student and the parent and or guardian to discuss the record of the student.

This form must be submitted in person to the specific office(s)
the Registrar's Office for academic grades/ academic Records and registration and academic standing.
the Student Accounts Office for financial and tuition records.
the Financial Aid Office for financial aid issues.

Received: _____ Office; _____ Staff; _____ Date _____

CSR C: FERPA release information to parent and or guardian 6/08//06



STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE
OFFICE OF THE REGISTRAR

The Family Educational Rights and Privacy Act
FERPA

Release Request for Information to a SUNY Maritime College Representative

Name of Student _____

First

Middle

Last

ID # _____

Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ - _____ Email Address _____

Semester _____ Year _____ Major _____

Year of Class: Freshman, Sophomore, Junior, or Senior or Class 04, 03, 02, 01 or Graduate or License Graduate or Special _____

I authorize SUNY Maritime College and its appropriate representative _____ permission to have access to: one or more of these records for the purpose of academic guidance and academic standing and for any consideration of my financial matters at SUNY Maritime College.

Please check off each one separately, if appropriate

Access may be granted to view my Academic Records. Yes _____ No _____

Signature of the Student required _____ Date _____

Access may be granted to view my Financial*, and or Financial Aid Records *

Yes ___ No ___

Signature of the Student required _____ Date _____

*** Permission from the Parent is required as well for financial or financial aid matters.**

- Financial matters include tuition, fees and payment of the tuition.
- Financial Aid Records involves information specifically concerning parents' records as well.

Therefore, the Parent(s) or guardian must grant permission to allow the appropriate SUNY Maritime representative to view the financial statements of the student and parents.

Access may be granted to view the Financial*, and or the Financial Aid Records*

Yes ___ No ___

Signature of the Parent or Guardian required _____ Date _____

This form must be submitted in person to each the specific office(s)

- the Registrar's Office for Academic Records.**
- the Student Accounts Office for financial and tuition records.**
- the Financial Aid Office for financial aid issues.**

Received: _____ Office: _____ Staff: _____ Date: _____

CSR C: FERPA release to SUNY Maritime College representative 6/08/06