

**Your Records at Muhlenberg College**  
*Your Rights, Our Responsibilities*

<b>Name:</b>							
<b>Berg I.D. Number:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> <td style="width: 15%; border: 1px dotted black; height: 20px;"></td> </tr> </table>						

**PLEASE READ CAREFULLY. WE ARE ASKING YOU TO MAKE IMPORTANT DECISIONS ABOUT WHO WILL BE ABLE TO ACCESS YOUR MUHLENBERG RECORDS.**

As you might guess, we will amass a considerable amount of information about you over the time you're attending Muhlenberg. Almost all of this information will be contained in records protected by the Family Educational Rights and Privacy Act (FERPA), a federal statute signed into law in 1974. Under this law, you have the right to review your records and to challenge anything in them that you perceive to be inaccurate or misleading. FERPA regulations also stipulate that the College cannot release information from your records to **anyone but you ... without your written consent, except to the extent that FERPA authorizes disclosure without consent.** You should also be aware of the following:

***Muhlenberg Faculty and Staff***

School officials with a legitimate educational interest may review your records without your consent if necessary to fulfill their professional responsibilities. Don't be surprised that your faculty advisor, a dean, or your coach has information about your class schedule or your grades.

***Information for Your Parents***

Muhlenberg understands that your parents will likely play an important role in your education. However, education records can be released to your parents only with your written consent or if your parents declared you as a dependent on their most recent federal income tax return. By signing below, you agree that the College may provide any information from your education records, beyond that considered "directory information," to your parents. Such information includes billing matters, financial aid details, individual course grades, grade point average, academic status, serious violations of the Social Code and the Academic Behavior Code, and disciplinary proceeding matters. If you choose not to permit your parents access to your records, remember that the College can still provide information to them if you were considered financially dependent during the most recent tax year.

**If you agree, sign your name here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Directory Information***

The College can disclose directory information about you unless you specifically inform us **in writing** that this type of information should not be released. Directory information includes:

- 
- |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <i>student's name</i></li> <li>• <i>date of birth</i></li> <li>• <i>College address, College telephone number</i></li> <li>• <i>permanent home address &amp; phone number</i></li> <li>• <i>e-mail address</i></li> <li>• <i>class year</i></li> <li>• <i>major field of study</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>dates of attendance</i></li> <li>• <i>degree (s) and/or awards received</i></li> <li>• <i>participation in officially recognized College activities</i></li> <li>• <i>(including but not limited to intercollegiate athletics)</i></li> <li>• <i>height and weight of student athletes</i></li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- 

**Written requests to withhold the release of directory information must be submitted to the Office of the Registrar. The request will be honored until you direct us otherwise.**

***Information for the Media***

Finally, the College takes great pride in recognizing the good work of our students. If you are agree to having your accomplishments at Muhlenberg publicized, please provide the name of your local newspaper below. You should also indicate whether or not we may release your photograph to the public. Be aware too, we will not release anything more than the directory information described above without seeking your written permission.

**If you agree to the publication of your accomplishments, please provide the name of your hometown and local newspaper:**

\_\_\_\_\_

**Print and sign your name below, if we may release your photograph to the public:**

\_\_\_\_\_ **Date:** \_\_\_\_\_