

- c. the students be given a reasonable period of time in which to state such refusals in writing.
- 5. Francis Marion University may release without written consent those items designated as public or directory information on any student not currently enrolled unless that student, at his/her last opportunity as a student, requested otherwise.
- 6. Francis Marion University may also disclose personally identifiable information from a student's educational records to a third party if the eligible student has signed and dated a written consent form which is presented to a school official by the third party.
- 7. Francis Marion University is responsible for informing parties to whom personally identifiable information is released that recipients, as a general rule, are not permitted to disclose the information to others without the written consent of the students. An example of such wording follows: "The attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."
- 8. Terms under which Francis Marion University may disclose information to parents of students are:
 - a. by obtaining the student's written consent if the student is independent.
 - b. by establishing the student's dependency as defined by Internal Revenue Code of 1954, Section 152.

Privacy Rights of Students

Students have the right to:

- a. Inspect and review information contained in the student's educational records.
- b. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. Consent to disclosure, with certain exceptions specified in the Family Educational Rights and Privacy Act of 1974 (FERPA), of personally identifiable information from educational records.
- d. May secure a copy of Francis Marion University's policy on student's educational records by making the request at the Registrar's Office. All student records are maintained in the Registrar's Office located in the Stokes Administration Building.
- e. May file complaints with the Department of Education concerning alleged failures by Francis Marion University to comply with the Privacy Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605; 202-260-3887, FAX: 202-260-9001.

Review of Academic Records

Students have the right to inspect and review information contained in their educational records. Students wishing to review their records must make a written request to the Registrar listing the item or items of interest. These records will be made available within 45 days of the request. The written institutional policy concerning the Family Education Rights and Privacy Act is housed in the Registrar's Office.

Commencement Announcements

Announcements for Commencement Exercises may be ordered through the Patriot Bookstore but not before the semester during which degree requirements are expected to be completed. No order may be processed until after the date for applying for degree is prescribed by the University calendar. If, at the Registrar's instruction, an order is not processed, full refund will be made by the Patriot Bookstore.

Application for Degree

Undergraduate students: All undergraduate students must complete a graduation application in order to be considered a graduation candidate. Degree applications are available in the Registrar's Office, room 118, Stokes Administration Building.

Graduate students: All graduate students must complete a graduation application in order to be considered a graduate candidate. Degree applications are available in the department of the student's major. Undergraduate and graduate students must complete an application for degree on or before the following deadlines: For the December graduation, the last day to apply for graduation is October 1; for the May graduation, the last day to apply for graduation is March 1; and for the August graduation, the last day to apply for graduation is June 10. In the event that degree

Social Security Number/ Student Identification Number

The Privacy Act of 1974 (U.S. Public Law 93-579, Sect.7) requires that we notify students that disclosure of their social security number (SSN) is voluntary. But students should know that Francis Marion University uses the SSN for federal identification and your official transcript. The Swamp Fox Web for Students (online registration) system requires students to enter their Student Identification Number (SIN) and a password for entry. If students do not wish to disclose their SSN, they can apply for a special identification number in person in the Registrar's Office, Stokes Administration Building, Room 118.

Parental Notification of Alcohol Policy Violations

In accordance with the Family Educational Rights and Privacy Act, Francis Marion University has the right to notify parents or legal guardians of a student under the age of 21 years who has been involved in a violation of University policy, local, state or federal law governing the use or possession of alcohol or controlled substances. Notification is dependent upon the situation and at the discretion of the sanctioning body.