



## Your Record, Your Rights

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### Family Educational Rights and Privacy Act

Transylvania University abides by the 1974 Family Educational Rights and Privacy Act, which mandates that academic records remain confidential. Student rights as covered by the Act include:

- Right to inspect and review their education records.
- Right to request to amend their education records.
- Right to limit disclosure of “personally identifiable information” known as directory information.
- Right to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with the Act.

### Open Communication

Transylvania encourages students to have open and honest dialogue with their parents regarding academic progress.

- When your parents have questions regarding your progress, we encourage them to turn to you for answers.
- To this end, you may wish to share your TNet login and password with your parents. Through TNet, a secured network, you can view your course schedule, grades, transcript, and degree audit.

### Information Release Form

Students may sign Transylvania’s Consent for Discussion of Academic Record and Progress. Your signature:

- Allows university officials, faculty, and advisers to discuss your academic performance, progress, and attendance record only with those individuals named on the release.
- Allows university officials to disclose your course schedule with the individuals named on the release.
- **Does not** allow the university to release your grade report or transcript without your written permission. A signed request is required each time you wish to release these records. Without a signed release, university officials will not discuss your academic record with anyone outside the campus community, and only with those on campus who have a legitimate educational interest.

If you wish to disclose your academic performance and progress, please complete the form below and return it to the Office of the Registrar, Transylvania University, 300 N. Broadway, Lexington, KY 40508.

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### CONSENT FOR DISCUSSION OF ACADEMIC RECORD AND PROGRESS

I, \_\_\_\_\_, consent to the release of information about my academic performance, progress, and attendance, to the individuals listed below, for the purpose of their general knowledge of my performance. I am aware that completion of this form is fully optional and is not a requirement for my registration or enrollment in the university.

Release information to: \_\_\_\_\_  
(Please Print) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE RETURN TO: Office of the Registrar  
Transylvania University  
300 N. Broadway  
Lexington, KY 40508