

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) was enacted to protect the privacy of educational records, to establish the right of students to examine and review their personal educational records, and to establish guidelines for the correction of inaccurate or misleading statements. The Delaware College of Art and Design considers the following to be public or directory information: student's name, major field of study, dates of attendance and degrees and awards received. For the protection of the student, signed inquiries must be submitted to the Registrar in writing (or by fax) and will be kept in the student's file.

No other information will be released without the written permission of the student, including disclosure of information to parents or family members. Special requests can be made by students to withhold the release of directory information. This can be done by contacting the Registrar's Office in writing at the beginning of each semester. Complaints concerning alleged failures by the institution to comply with the Privacy Act can be filed with the Educational Rights and Privacy Act Office in Washington, D.C.

DCAD also reserves the right to allow any "school official" access to student records at any time provided the function of that "school official" necessitates the handling of the record(s) of the student(s). A "school official" is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, or assisting another school official in performing his tasks.

TRANSCRIPTS AND RECORDS

The Delaware College of Art and Design complies with the Family Educational Rights and Privacy Act of 1974 as amended. A copy of this federal regulation is available in the Registrar's Office.

Transcripts will be released only at the written request of the student for a fee of \$5 per copy. (There is no charge for transcripts sent to Pratt or the Corcoran.) Transcript Request Forms are available in the Registrar's Office or online under "About DCAD" and "Academic Policies." Transcripts and grade reports cannot be released until all outstanding bills have been satisfied and all equipment and library materials belonging to the College are returned.

STUDENT ACADEMIC RECORDS AFTER GRADUATION

Students are issued a complimentary copy of their official transcript after graduation. Students are strongly urged to review these documents for errors, as changes can be made to the academic record only up to two months after graduation.