

Student Information Release

FERPA

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses and others may have an interest in the student's record, access to or release of the educational record is only by written student consent, with a few exceptions:

1. Post-secondary institutions may disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency.
2. FERPA also permits a school to disclose personally identifiable information from education records without consent regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

To allow information to be release to a parent/ guardian/ spouse or others, please complete the Student Information Release fields in your Populi profile. You may choose up to four individuals to whom we may release this information. For each individual you will need to provide the following:

- Name
- Type of information they are allowed to receive (this should be specified for each individual)
- Address
- Email address or fax number

In addition to each of these four fields, you will need to provide a security question and answer that can be used by Corban employees to verify the identity of the individual requesting the information. This security question and answer will be the same for all four individuals so make sure it is communicated with them.

Failure to provide one of the six fields (four per individual and two for the security question and answer) will prevent Corban from being able to release your information.

If you are not sure how to complete these fields, please see "Populi Steps" later in this document.

DIRECTORY INFORMATION

Directory Information at Corban University includes, among other things: name, address, class standing, enrollment status, telephone number, email, date and place of birth, major, academic honors, and participation in athletics. Directory information may be released to anyone upon request, unless a student stipulates otherwise (see the Corban University Catalog for additional information).

You may choose to withhold this information, but be aware that this will prevent release of any information to ANY source outside of the institution, including but not limited to employers and scholarships.

To withhold directory information, check the box on your Populi profile labeled “Do not release directory information.”

If you are not sure how to complete these fields, please see “Populi Steps” later in this document.

PHOTOGRAPHS

Corban University on occasion uses photographs of students taken on campus and at some off-campus events in our publications and website. Corban will seek student permission for the use of individual photographs.

If you do not want your photograph used for promotional purposes, please check the box on your Populi profile labeled “No promotional photos.”

Corban will do our due diligence to comply with this request. However, if you are in a large group or event on campus, you may inadvertently be in the photographs used.

If you are not sure how to complete these fields, please see “Populi Steps” later in this document.

POPULI STEPS

To update any of these preferences on your Populi account, you will need to log in to your Populi account using your Corban username and password. If you have questions about logging into your account, please contact your admissions counselor or IT support (support@corban.edu).

Once you are logged into Populi, choose the **“My Profile”** tab from the options in the navy blue banner.

Below your name, you should see a new set of tabs and “Bulletin Board” will be highlighted. From this new set of tabs, select **“Info.”**

Here you should have a list of your contact information, including phone numbers, email addresses, and physical address. Below the contact information, you will see “Other Info” and, to the right, **“Add”**. When you click **“Add,”** you will see three options. Select **“Add a Custom Field.”** You will then be given a drop-down menu of fields to include on your profile. Here is where you will select the individual release fields, the directory information field, or the promotional photography field.

Each time you select a field, there will be a checkbox or text box that you will need to fill out in order for the information to save to your profile. With each field, you will also need to hit **“Save.”** You can repeat these steps with as many fields as you need.

Completing these fields will give Corban employees the information needed to know what may and may not be released to other family members, employers, scholarship committees, etc.

ADDITIONAL DETAILS AND PROCESSES

At or prior to registration, Corban University asks all students to complete the Student Information Release section of their Populi account, allowing the University to release educational record information (i.e. scholarships, payments, grades, and social security numbers) to parents or other designated persons.

If a parent or another third-party requests information about a student, the Corban employee receiving the request will check the student account for Student Information Release notes on file. (Any questions should be directed to the Registrar's Office.) If the student has not provided release information or if the person requesting information is not listed on the release section of Populi, the following steps must be taken before any information may be released.

The student will be asked to log in to their Populi account and update all fields related to the release information. This should not be completed by the Corban employee, but must be completed by the student using their own username and password to access their account. Students may access and update this information at any time.

If the parent of a dependent student requests information and the student does not wish to sign a release, the parent must provide a notarized statement confirming the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152, and a copy of their most recent annual tax documents. Once dependent status is confirmed, student information may be released to the parent. A letter should be sent to the student informing them that dependency was verified and that we have provided the information requested by the parents.