

Release of Information to Gordon College from Fort Valley State University

Gordon College acts in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act is designed to protect the student's rights regarding educational records maintained by the institution.

Under this Act, a student has the right:

- To inspect and review educational records which are maintained by the institution and pertain to the student;
- To challenge the content of records on the grounds that they are inaccurate, misleading, or a violation of privacy or other rights;
- To control disclosures from the educational records with certain exceptions.

A written policy documenting Gordon College's compliance with the provisions of FERPA is on file in the Registrar's Office.

I, the undersigned prospective student of the Gordon College at Fort Valley State University (GC@FVSU) program, hereby authorize Fort Valley State University to release official transcripts and test scores submitted in the Admissions process to Gordon College. These transcripts and test scores will be released only if this document is signed and after application is made to Gordon College. The documents will be released directly from Fort Valley State Admissions staff to the Gordon College Admissions staff. If this document is not signed, the student will be required to re-submit all transcripts and admissions documents necessary to complete the admissions file through Gordon College.

**PLEASE NOTE:** This release will **NOT** release Financial Aid or Housing documents.

Signature of Student: \_\_\_\_\_

Print full name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**In order for Gordon College to retrieve your documents from Fort Valley State University, please fax this document to Mrs. Tonya Moore at 478-825-6448.**