

Permission for Faculty to Discuss Academic Progress

Nazareth College Policies Regarding FERPA: FERPA guidelines restrict directory information that can be released by colleges and universities. Under FERPA, directory information may be released without written consent from the student unless the student signs a non-disclosure statement in the Registrar's Office. • While FERPA allows for the release of a wider range of directory information, Nazareth College's Office of the Registrar has adopted an internal policy to release only: name, dates of attendance, previous school attended, class, major field(s) of study, graduation honors, degrees conferred (including dates), and date and place of birth. • Schedules and grades can also be released to parents and guardians of dependent students, as defined by the Office of Financial Aid. In addition, Nazareth College releases resident student telephone numbers in a "student directory." In both instances, students are given the opportunity to request that this information not be released.

Permission to Discuss Student Records: Nazareth College upholds the protection of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Other than directory information and the release of records for the use of Nazareth College officials with a legitimate educational interest, Nazareth College will generally disclose student education records only with the written consent of the student. By signing this form, I am giving permission for the specifically named Nazareth College academic personnel to discuss information contained in my education record with the specifically named individuals listed below.

I _____, give permission for my instructor or advisor,
printed student name

_____, to discuss my academic progress in
faculty member's name

_____, with authorized designees, whose names are:
specific term and course

_____ authorized designee _____ authorized designee

I understand my rights under the Family Educational Rights and Privacy Act and the college's guidelines.

Student Signature

Date

To finalize authorization, student must give this completed and signed form to the faculty member named above

Faculty member must submit a copy of this form to the Registrar's Office (Smyth 1)