

## **Academic Advising Center's (AAC) Internal Procedures for Authorizing Disclosure of Academic Information, Including Grades, to Authorized Persons**

Completion of the AAC's **FORM TO AUTHORIZE DISCLOSE OF ACADEMIC RECORDS** (attached) is necessary for Queens College students who are eighteen (18) years of age or older who wish to grant permission to academic advisors in the Academic Advising Center at Queens College to disclose (verbally, in hard copy, or electronically) academic information, including grades, to a maximum of two (2) designated persons.

Prior to filling out and handing in this form, a student must have an individual, one-on-one meeting with an academic advisor. This meeting must be in person in the Academic Advising Center.

Student must read through NYC/Gov. FERPA guidelines (below) and must provide these guidelines to the individual(s) to whom he/she is granting authorization.

This authorization form must be filled out in the presence of an academic advisor.

Forms will be kept on file in the Academic Advising Center and will serve as authorization permission to share academic information and progress with the designated person(s) only. Authorization will remain in affect indefinitely unless it is withdrawn in writing by student to the attention of the Academic Advising Center's Director or Assistant Director and the student receives a written response with an effective date that the authorization has been voided.



Family Educational Rights and Privacy Act (FERPA) [Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

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The Academic Advising Center  
 Queens College/CUNY  
 Kiely Hall, Room 217  
 (718) 997-5599; [www.qc.cuny.edu/advising](http://www.qc.cuny.edu/advising)  
 (end of informational material – form attached; updated 2/14/11)



THE ACADEMIC ADVISING CENTER

**ACADEMIC ADVISING CENTER AT QUEENS COLLEGE/CUNY's FORM TO AUTHORIZE DISCLOSE OF ACADEMIC RECORDS**

1. I have read and understand the Family Educational Rights and Privacy Act (FERPA) Reference Sheet given to me that discusses this federal law that governs the privacy of student education records.
2. I understand that by signing this form, I hereby authorize academic advisors in the Academic Advising Center at Queens College to disclose my academic record and progress at Queens College, including my grades, to the person(s) I designate below.
3. I have read, understand, and agree to the Academic Advising Center's policies and procedures governing the disclosure of my academic record to the person(s) whom I have indicated below.
4. I understand that this authorization will be valid and continuous unless and until I withdraw such permission in writing to the attention of the Academic Advising Center and receive a written response from the Academic Advising Center that the authorization has been withdrawn as of a given effective date.

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Student's Name (please print)

Student's ID number

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Student's Contact Information (address, home phone, cell phone, and e-mail address)

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Student's signature

Date

I authorize the academic advisors of the Queens College Academic Advising Center to disclose my academic information, including my grades, and my progress at the College to the person(s) listed below.

Full Name: \_\_\_\_\_ Relationship to requester: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship to requester: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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Advisor's signature

Date