Authorization for Release of Information
in accordance with Family Educational Rights and Privacy Act (FERPA)

Student Name:__________________________________________ NSU ID: N___________________

1. Authorization
I authorize Nova Southeastern University (NSU) to release information as indicated below.

Name of Person       Relationship to Student
1. __________________________________________________          ______________________________________
   Last name, first name
   ________________________________ ______________________________________
   Telephone number               email

2. __________________________________________________          ______________________________________
   Last name, first name
   ______________________________________________ ______________________________________
   Telephone number               email

List two individuals on this form ONLY if you intend to grant them the same type of information access. Otherwise, please complete a separate form for each individual.

Type of information access       Dates of permitted access (if any)
☐ Academic: (incl. but not limited to) grades, grade point average, enrollment level, course selection
   from:_____________ to:_____________
☐ Financial aid: (incl. but not limited to) satisfactory academic progress, Free Application for Federal Student Aid information, award amounts
   from:_____________ to:_____________
☐ Student account: (incl. but not limited to) account balances, account charges, billing, payment
   from:_____________ to:_____________
   PLEASE NOTE: NSU eBill allows students to authorize others to view their account and pay their bills. For more information on NSU eBill, visit www.nova.edu/bursar.
☐ Disability-related: (incl. but not limited to) type of disability, accommodation needs, auxiliary aids
   from:_____________ to:_____________
☐ Disciplinary-related: (incl. but not limited to) academic disciplinary processes, sanctions
   from:_____________ to:_____________

It is the student's responsibility to indicate dates of permitted access. Failure to indicate dates of restriction means the student is granting permanent access. Please note that NSU will not release information past the date of permitted access.

2. Certification
I understand that this authorization may be withdrawn by me at any time through submission of a new Authorization for Release of Information Form (alter dates of permitted access accordingly.)

Student Signature:____________________________________ Date: ______________________________

Mailing Address: ____________________________________________

Authorization for Release of Information – continued-
Instructions and General Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. With limited exception, Nova Southeastern University (NSU) is required to receive written consent from students before personal identifiable information can be discussed or released to any third party (e.g., spouse, parent, employer, etc.) This Authorization for Release of Information form allows students to grant others access to their records.

FERPA affords students rights as follows:
- **The right to inspect and review their education record maintained by NSU.**
  Students who wish to inspect and review their education record(s) should submit a written request to the Office of the University Registrar that identifies the record(s) they wish to inspect. NSU is not required to provide copies of records, unless, for reasons such as great distance, it is impossible for the student to review the record. The Office of the University Registrar will respond to requests within 45 days and notify the student of the time and place where the record(s) may be inspected.
- **The right to request an amendment to an education record.**
  Students may request an amendment to their education record which they believe to be inaccurate or misleading. Concerns may be informally discussed with the University Registrar. If the University Registrar agrees with the student’s concerns, the appropriate records will be amended. If the University Registrar finds the student’s concerns to be unfounded, she will notify the student within a reasonable period of time that the student's records will not be amended.
- **Generally, NSU must have written permission from the 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:
  o NSU officials with legitimate educational interest;
  o other schools to which a student is transferring;
  o specified officials for audit or evaluation purposes;
  o appropriate parties in connection with financial aid to students;
  o organizations conducting certain studies for or on behalf of the school;
  o accrediting organizations;
  o to comply with a judicial order of lawfully issued subpoena;
  o appropriate officials in cases of health and safety emergencies; or
  o state and local authorities, within a juvenile justice system, pursuant to specific state law.
- **The right to file a complaint,** concerning alleged failures by NSU to comply with the requirements of FERPA, with:
  o NSU may disclose, without consent, “directory” information. NSU designates the following student information as public or “directory information.” Such information may be disclosed by NSU at the university’s discretion.
    o Student name
    o Local and home address
    o Telephone numbers
    o Major field of study
    o Participation in sports
    o Place of birth
    o Photo ID
    o Dates of attendance
    o Degrees, honors, and awards received
    o Enrollment status
    o Year in school
    o Anticipated graduation date
    o Email addresses

Students may request that NSU withhold directory information by completing a Request to Prevent Disclosure of Directory Information Form (located on the Registrar’s website at www.nova.edu/registrar). The form should be submitted to: NSU, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL 33314-7796. Please note: Once a student has filed a Request to Prevent Disclosure of Directory Information Form, the student cannot be communicated with over the telephone, and the Office of the University Registrar will not release the student's directory information to anyone, including for such purposes as publication on the Dean's List, listings in commencement bulletins, and requests from prospective employers.
- **The right to be notified of students' rights under FERPA annually.**
  The University Registrar’s Office sends a FERPA notification via email to all students each fall.