

AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION

Information in a student's advising folder and in the University's database is accessible only to key faculty and administrative personnel. This protection of your privacy is **guaranteed** by law. Even parents or guardians cannot obtain information about your academic performance from the University, because University officials may not legally release such information. For a variety of reasons, you may wish to partially waive this protection and permit release of some types of information to certain people. This authorization form will allow designated University personnel to provide certain types of information about you to specified persons or categories of persons. You have **no obligation** to complete this form, but you are encouraged to consider doing so. If you do not submit an authorization, the default condition with existing policy will apply - no information will be released to anyone. You may submit a revised authorization form to the Department at any time. Only the most recent version of this form will be kept with your records.

Your full name _____
(First) (Middle) (Last)

Student ID #: _____ Major _____

Persons authorized to release information (check all who may release information):

- ☐ Academic Advisor (faculty member with whom you work most closely for advising)
- ☐ Coordinating Counselor (faculty member who helps all students in your major)
- ☐ Department Head (administrator primarily responsible for your major)
- ☐ Associate Dean (college-level Director of Academic Programs)
- ☐ **No one** (the default condition with existing policy)

Persons to whom information may be released (check all who may receive information):

- ☐ Parents: _____
- ☐ Guardians _____
- ☐ Prospective employers. **while I am enrolled at Virginia Tech**
- ☐ Prospective employers. **after I have left Virginia Tech**
- ☐ Other _____
- ☐ **No one** (the default condition with existing policy)

Type of information that may be provided (check only one of the four main headings):

- ☐ **Any** information to which the authorized person(s) may have access
- ☐ Any **academic** information
- ☐ **Only** the following type of information (check all subheadings that apply):
 - ☐ Cumulative quality credit average (your current grade point average)
 - ☐ Quality credit average for a particular term
 - ☐ Grades in any courses for which information may be requested
 - ☐ Class rank within major
 - ☐ Class rank within College and University
- ☐ **No** information (the default condition with existing policy)

I hereby authorize release (or, if so indicated, endorse existing policy to deny any. release) of the above-noted type of information to the designated persons by the prescribed University officials. This authorization is in effect only while I am in the major shown above and expires when I leave Virginia Tech (unless otherwise specified) or when I submit a new authorization form.

Student's Signature

Date