

3.23 Release of Student Information

Written Permission of Student Required to Release Records

In compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), the Graduate School will require written permission of the student before releasing any information in the student's educational record to any party outside of the University. The student must complete an Authorization to Release Information (<https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>) and submit it to the Graduate School Records Unit.

Student Requests for Graduate School Certification of Completion of Certain Requirements

Graduate students who have completed all program requirements and are awaiting graduation can request the Graduate School to write a letter to a prospective employer or graduate program certifying that these requirements have been met. The Graduate School will provide these certifications, but requires that the student submit the Authorization to Release Information form. The Graduate School will respond to a request to certify completion of requirements within five working days of the receipt of the request in the Graduate School.