## OKLAHOMA CITY UNIVERSITY, OFFICE OF THE DEAN OF STUDENTS EDUCATION RECORDS RELEASE AUTHORIZATION

Many graduate and professional schools, and employers, especially governmental agencies, require current and former students to authorize the release of their disciplinary records in order to be considered for employment or admission.

Student Conduct Records (SCR) are release to the person or agency the student designates by completing the form below. This release form<sup>1</sup> must be received by the Dean of Students Office prior to the records being released. You can:

- Bring the release form to the Dean of Students office during normal business hours
- Email the form via email to studentaffairs@okcu.edu
- Mail the form to: Oklahoma City University Attn: Dean of Students Office 2501 N. Blackwelder Ave. Oklahoma City, OK 73106

Please provide an exact address to which you would like the SCR sent, or an e-mail address to which the records should be sent.

Electronic records will be sent directly to the organization requesting the SCR. Please note that some records requests are sent electronically by the requesting organization. In these instances, the SCR will be provided electronically.

If you have no conduct record, information will be provided indicating as much. If you have been found responsible for violating the OKCU Student Code of Conduct, the following information will be released:

- Date of incident
- Violations for which the student was found responsible
- · Assigned sanctions
- · Confirmation as to whether or not sanctions were completed

Additional information about your SCR may be provided if the requesting organization desires such information.

The information above will also be released if you have been found responsible for violating the OKCU Non-Discrimination Policy. Requests for disciplinary records are assumed to include requests for information about violations of the Non-Discrimination Policy<sup>2</sup> unless otherwise stated.

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 $<sup>^{1}\,\</sup>mathrm{A}\,\mathrm{copy}$  of the release will be made and kept on file in the Dean of Students Office

<sup>&</sup>lt;sup>2</sup> The Non-Discrimination Policy addresses acts of discrimination, harassment, and violence that are based on a protected class and prohibits sexual misconduct, intimate partner violence, and stalking.

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According to the Family Educational Rights and Privacy Act (FERPA), students have the right to control disclosure of their education records. This includes student conduct files. FERPA sets the following conditions for release of records: Consent in writing by the student; Specify the records to be released; State the purpose of the disclosure; Identify the party(ies) to whom disclosure may be made; Be signed and dated by the student.

## PERSON/AGENCY TO WHOM I AUTHORIZE THE RELEASE OF PRIVATE STUDENT CONDUCT INFORMATION

The person/agency to which you authorize the release of PRIVATE information is normally prohibited from disclosing the information to other parties. Please note that release of this record or disclosure of its contents to any third party not listed below without the written consent of the student is prohibited.

NAME/AGENCY and ADDRESS:			
• RELATIONSHIP:			
PHONE NUMBER:			
(Phone/Email may be used to verify identity)			
- For additional persons/agencies authorized to receive these records, please use a separate form -			
• State the reason(s) for the release of such information, i.e "conduct investigation" or "background check":			
Select how the information should be released:	🗆 Email	□ Verbally	Physical copy via mail
PERIOD OF TIME DURING WHICH THIS WAIVER WIL	L BE IN EFFECT		
Select for how long this waiver is valid: 🛛 One-Time only 🔹 🗍 Remainder of current Academic Year			
Until Graduation F	- rom		То
(add graduation date) (select date interval)			
I*,, h (Print Name of Student)	ave provided the	e preceding informat	ion freely, without coercion or threat.
STUDENT SIGNATURE		DATE	
<ul> <li>* Currently enrolled students: Include Banner ID (B#</li> <li>* All others: Photo ID required, B# optional</li> <li>B#</li></ul>		<b>n of a current photo</b> hoto ID image inclue	
FOR UNIVERSITY DEPARTMENTAL USE ONLY			
Authorized by (PRINT):		Department:	
EMPLOYEE SIGNATURE		DATE	