

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

CONSENT TO DISCLOSE STUDENT CONDUCT RECORDS

This release represents your written consent to disclose student conduct records maintained by the University of California, Santa Cruz (UCSC) to specific individuals identified below. Please read this document carefully and fill in all applicable blanks.

I, _____ [Print Full Legal Name] _____ [Student ID Number]

AM/WAS [Circle one] a student at UCSC and hereby give my voluntary consent to disclose the following records:

_____ Contents of Individual Conduct File (Copies of files are not provided)

_____ Other: (please specify) _____

to the following person(s) [Print Clearly]: _____

Please present or provide a photocopy of your student ID or current government issued ID and indicate your access preference regarding the nature of this record release:

_____ Provide personal access to documentation contained in file.

_____ Authorize university official to orally discuss information in file.

_____ Provide written response to disciplinary clearance or other form [must attach form and include a postage paid return envelope for off-campus addresses]

NOTE: Please allow seven business days for processing requests for personal access to a file by a third party and ten business days for a written response .

I understand that under the Federal Educational Rights and Privacy Act of 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statues and judicial decisions/agreements. I also understand that I may revoke this consent at any time (via written request) except to the extent that action has already been taken upon this release.

[Signature of Student] [Date]

[Current address] [Phone Number]

[College] [Box Number] [E-mail]

From _____ To _____
[Dates of Attendance] [Date of Birth]

[Signature of Staff member] [Date Received]

Please submit the above form to your Conduct Officer should you like a person to accompany you during a meeting and throughout the conduct process.

If you need a copy of your records for personal need or for graduate school, medical school, etc. Please see below:

Records For:

Office of Record:

Undergraduate Students.....
Graduate students (Non-Academic Violations)
Summer Only or Non-UCSC students enrolled
or registered in an academic program at UCSC

Conduct and Community Standards Office
University of California, Santa Cruz
245 Hahn Student Services
Santa Cruz, CA 95064
Phone: 831-459-1738
conduct@ucsc.edu

Graduate students (Academic Violations).....

Dean of Graduate Studies
University of California, Santa Cruz
150 Social Sciences 2
Santa Cruz, CA 95064
Ph 831-459-2510
Fax 831-459-4843

University Extension students.....

University Extension
University of California, Santa Cruz
1101 Pacific Avenue, Suite 200
Santa Cruz, CA 95060
Ph 831-427-6676
Fax 831-427-1827