



# Consent to Disclose Student Information and Records

## Office of Student Conduct

In order to obtain records that contain personally identifiable information about a student who is or was enrolled in an educational institution, the Family Educational Rights and Privacy Act (FERPA) requires that the party receiving the information agree not to disclose that information to any other party without the prior consent of the personally identified students.

**DEFINITIONS:** Please review the definitions below before you complete this form:

- **OSC:** The Office of Student Conduct who is responsible for administering the *Campus Student Code* and maintaining records related to the procedures outlined within.
- **FERPA:** Family Educational Rights and Privacy Act which is a federal law that protects the privacy of student education records.
- **Student:** This means any individual who is or has been in attendance at West Virginia University; and regarding whom West Virginia University maintains records.
- **Records:** Any information maintained in any way, including, but not limited to: handwriting, audio or video tape, computer media, film, and print.
- **Educational Records:** Records directly related to a student and maintained by an educational agency or institution or by a party action for an agency or institution. This form only addresses the records housed within OSC. For other records, please see: <http://ferpa.wvu.edu/>
- **Disciplinary Records:** Records directly related to a student and the disciplinary action that ensued from a policy or *Campus Student Code* violation. This also includes any academic misconduct and residence hall disciplinary records maintained by OSC.
- **Summary of Record:** This is a document which provides a comprehensive overview of disciplinary matters that are addressed by the Office of Student Conduct, the Academic School or College or University Housing. This summary specifically includes the date of the incident, any findings of responsibility, and corresponding sanctions.

**STUDENT CONSENTING TO RELEASE INFORMATION**

**RECIPIENT INFORMATION**

Name:

Name:

WVU ID:

Relationship to Student:

Email:

Email:

Phone:

Phone/Fax:

Dates of Attendance:

Address:



# Consent to Disclose Student Information and Records

Office of Student Conduct

F9EI 9GH98 B: CFA5 HCB

## I am requesting the following be shared with the Recipient:

A summary of my disciplinary record kept at OSC that could be shared with all graduate schools, study abroad programs, or employers.

Release of my disciplinary record kept at OSC to the *Recipient* listed above.

Inclusion of the *Recipient* as my "attorney" or "advisor" in the following communications with OSC (check all that apply):

- |  |                                    |                                |
|--|------------------------------------|--------------------------------|
| <input type="checkbox"/> all communication | <input type="checkbox"/> email     | <input type="checkbox"/> phone |
| <input type="checkbox"/> "snail" mail      | <input type="checkbox"/> in person | <input type="checkbox"/> text  |

Other (please be specific):

Release of only the final investigation report to the *Recipient*.

Other (please be specific):

## STATEMENT OF UNDERSTANDING

**Please initial by each statement indicating you agree.**

I understand that my records are protected by FERPA. I further understand that I may waive that protection and give access to individuals of my choice. As such, I consent to the release of the FERPA information specified below the Recipient identified above. This release allows him or her to access information from my student records maintained by the Office of Student Conduct (OSC).

I understand this authorization will remain in effect one year from the date indicated below. I understand that I may terminate this authorization at any time by submitting a written request to OSC. Any termination will take place prospectively only, following its receipt by OSC.

Student Signature

Date

**Please hand deliver or mail to:**

**660 N High St.**

**WVU Morgan House**

**PO Box 6430**

**Morgantown, WV 26506**