

AUTHORIZATION TO RELEASE DISCIPLINARY RECORDS TO A THIRD PARTY

Student Name (Print Name)

University Identification Number

The Family Educational Rights and Privacy Act of 1974 (FERPA), requires Florida Gulf Coast University (FGCU) to treat non-directory information as confidential education records. Information from such records cannot be released to anyone other than the student. By FERPA definition, under most conditions, parents, legal guardians, spouses and attorneys are considered third party individuals and are not allowed access to any educational records without the written consent of the student.

I, the student, understand that by signing this form, I grant FGCU permission to discuss and/or release information pertaining the documents and/or records I have designated below. I understand that this waiver pertains to all information related to the Student Conduct, Care, and Case Management processes, including incidents addressed by the Dean of Students' Office, the Student Affairs Case Manager, and the Office of Housing and Residence Life. This waiver is limited to records pertaining to the disciplinary, care, and case management process and does not extend to other records held by the university. I understand that FGCU may redact information as necessary to ensure that the disclosure does not violate the FERPA rights of another student.

I understand that this consent form will be in effect for one year and that I may revoke the waiver in writing at any time by submitting another form to the Office of Student Conduct indicating my intent to revoke previous authorization(s). Upon expiration, a new form will have to be filled out to continue authorization.

NAME: _____ Communication Method: Any E-Mail In Writing Telephone In-Person

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Limitation of Information to be Released (please check one)

- Release All information relating to my disciplinary, care & concern and Student Affairs Case Manager records. (May include, but is not limited to, disciplinary records, case management notes, care & concern reports, admissions clearance documents, etc.)
- Release All information relating to my disciplinary record only.
- Release ONLY information pertaining to case number _____.
- Release ONLY information on cases in which the adjudicative process is complete.
- Release ONLY information confirming whether or not disciplinary records exist.
- Release ONLY the documents or information I designate (please list on back or on a separate piece of paper).
- Revoke my third party authorization for the person(s) listed above.
- Revoke ALL third party authorizations.

Student Signature

Date