

UNIVERSITY OF NOTRE DAME
CONSENT TO DISCLOSE STUDENT CONDUCT RECORDS

PLEASE SELECT ONE OF THE FOLLOWING

- Please disclose information in accordance with the attached Conduct Records Reporting Policy which states:
...the University will disclose information relating to conduct that resulted in one of the following three Disciplinary Status Outcomes: Disciplinary Probation, Dismissal with the Opportunity to Apply for Readmission (previously known as "Disciplinary Suspension" and "Temporary Dismissal,") or Permanent Dismissal (previously known as "Disciplinary Dismissal").
- Please disclose specific information related to my student conduct record, including: University Standards of Conduct which I was found responsible for violating, outcomes that I was assigned and if I completed the outcomes, for the following incidents (please provide month/year or semester of incident).

RELEASE INFORMATION TO:

| | | | | |
|-------------------------------------|-----------------|------|-------|-----|
| Organization/School/Employer/Agency | Mailing Address | City | State | ZIP |
| Organization/School/Employer/Agency | Mailing Address | City | State | ZIP |
| Organization/School/Employer/Agency | Mailing Address | City | State | ZIP |
| Organization/School/Employer/Agency | Mailing Address | City | State | ZIP |

REQUESTED BY (STUDENT/FORMER STUDENT):

| | | | |
|---|--------------------------------|----------------------|------------------------------|
| Last Name | First Name | Middle Name | (Maiden Name, if applicable) |
| Notre Dame Student ID# (9xxxxxxxx) (if known) | Graduation Date (if graduated) | Current Phone Number | |
| Current E-Mail Address | Signature | Today's Date | |

For more information about student conduct record reporting at Notre Dame visit: dulac.nd.edu/records
Questions can be directed to the Office of Community Standards by calling 574-631-5551.

Please submit this form to:
Office of Community Standards
306 Main Building
Notre Dame, IN 46556
Fax: 574.631.6338
conductrecords@nd.edu



CONDUCT RECORDS REPORTING POLICY

In keeping with Catholic tradition, the University of Notre Dame seeks to create a community that honors the human dignity of each member and that is characterized by a love of truth, active care and concern for the common good, and service toward others. Each member of the Notre Dame community shares responsibility for the creation of such a community. The University's Standards of Conduct reflect a commitment to this ideal. Calling one another to accountability in the context of these standards is a necessary part of common life in Notre Dame's community. As such, Notre Dame documents matters of student conduct to create an environment that fosters the personal development and formation of every student.

When a student requests and provides written consent for the University to disclose his or her student conduct record to a person or entity outside the University, such as in connection with an application for employment, graduate school, or professional licensure, the University will disclose information relating to conduct that resulted in one of the following three Disciplinary Status Outcomes: Disciplinary Probation, Dismissal with the Opportunity to Apply for Readmission (previously known as "Disciplinary Suspension" and "Temporary Dismissal,") or Permanent Dismissal (previously known as "Disciplinary Dismissal"). The University may also report matters that remain unresolved and pending at the time a student left or withdrew from the University, as required or permitted by law and University policy. Unless the student otherwise directs the University in writing, or unless another exception recognized under FERPA (described further below) applies, the University will not disclose to a person or entity outside the University student conduct matters that do not result in such a Disciplinary Status Outcome.

Although conduct resulting in outcomes other than Disciplinary Status Outcomes are not considered "disciplinary" in nature and thus not ordinarily relevant or appropriate for distribution beyond the University community, students are encouraged to be forthright when a prospective employer, educational institution, or licensing authority asks questions relative to the student's conduct while enrolled at the University.

When the University responds to a request from a person or entity outside the University for a student's conduct record, the response will include a statement explaining this Student Conduct Records Policy.

As a general rule, student conduct records are maintained by the University for seven years after a student graduates. However, in cases resulting in a student's disciplinary separation from the University (i.e., Dismissal with the Opportunity to Apply for Readmission or Permanent Dismissal), the records are kept indefinitely. The University may also keep records of conduct matters that remain unresolved and pending at the time a student left or withdrew from the University. The only Conduct Process Outcomes which will appear on a student's academic transcript shall be Dismissal with the Opportunity to Apply for Readmission and Permanent Dismissal.

A student's conduct record is considered an education record under the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and the disclosure of such a record by the University is subject to its FERPA Student Records Policy. Pursuant to FERPA, a student's conduct record may not be disclosed to a person or entity outside the University without the student's written consent, unless an exception recognized under FERPA applies. Such exceptions are described in the University's FERPA Student Records Policy.

In accordance with FERPA, student conduct records may be shared internally within the University community on an educational need-to-know basis.

Under FERPA, a student may inspect and review his or her conduct record by submitting a request through the Office of General Counsel.