

# Texas A&M University-Corpus Christi, Office of Student Conduct & Advocacy

## Internal Release of Records Request Form

Completion of this form should be completely voluntary on the part of the student. Records will only be released in areas marked by the student. The office reserves the right to refuse a release of information at any time, for any reason. Forms should be completed and returned to the Dean of Students Office in the University Center, Room 206 for consideration. Forms may also be emailed to the Dean of Students email (DeanofStudents@tamucc.edu). Most requests will take several business days to process, so please plan accordingly. For any questions regarding this process, please contact Conduct & Advocacy at 361-825-6219.

### I. To be completed by the party requesting information

#### General Information:

Name of Faculty/Staff member requesting information release:

Department:

Date:

Phone Number:

Email Address:

#### Reason for Request:

Pre- Employment Screening

Award Application Requirement

Student Leadership Application Requirement

Application Requirement for Area of Academic Study

Study Abroad Application Requirement

Other:

**Please provide a brief description of why this information is needed or how it is used as part of your screening process. Please note that any information that is released to you is for this specific purpose only and should not be shared with other parties or for any other purpose.**

\_\_\_\_\_  
Faculty/Staff Signature

\_\_\_\_\_  
Date

### II. To be completed by the student consenting to information being released

Student Name:

Student ID #:

Student Phone Number:

Student Email Address:

**Please initial the portions of your conduct record for which you consent to release. Mark all that apply.**

\_\_\_\_\_ Information regarding any outstanding cases (is the student currently involved in a conduct case that is unresolved, or do they have outstanding sanctions that are past the assigned due date).

\_\_\_\_\_ Conduct disciplinary status only (is the student currently in good disciplinary standing).

\_\_\_\_\_ Information regarding past suspensions or expulsions only.

\_\_\_\_\_ Details regarding any past behavioral conduct history resulting in a finding of 'In Violation'.

\_\_\_\_\_ Details regarding any past academic misconduct history resulting in a finding of 'In Violation'.

\_\_\_\_\_ Any conduct records for which the student may have been an involved party, but no charges were issued.

Any questions regarding this form, or what information will be released should be addressed with the Dean of Students Office prior to completion of the form. I sign this form freely and understand that this form authorizes a one-time release of information specifically for the purpose stated above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date