

Authorization for Release of Information

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To properly fill out this form you must use Adobe Reader or Acrobat 8.0 or greater. Make sure to save a copy of the completed form on your computer as a back up

Please use black or blue ink.



THE UNIVERSITY OF ARIZONA

Dean of Students Office

Website: <http://deanofstudents.arizona.edu/>

Email: DOS-deanofstudents@email.arizona.edu

Phone: 520-621-7057

Fax: 520-621-9866

Last Name

First Name

MI

Student ID Number

Net ID

Date

CHECK ONE:

Consent for FULL ACCESS to Educational Records:
(Contents of entire Conduct and Assistance file.)

Consent for LIMITED ACCESS to Educational Records:

Contents of entire Conduct file

Contents of entire Assistance file

Contents of individual Conduct cases

Other (specify)

Purpose for the Authorization (Please explain): _____

Provide full name and address of individual(s) to whom access to records may be provided: _____

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to the University office or person who maintains the records relating to this authorization.

VALID FOR:

One Time Use: This authorization can be used only once.

Limited Use: This authorization expires on _____

Long Term Use: This authorization will remain continuously in effect until I withdraw this authorization in writing or for a maximum of one year from the date on this form.

Student's Signature

Date



ADVISOR INFORMATION

The Student Code of Conduct stipulates that a student may choose to have an advisor of their choice assist them during disciplinary proceedings.

What is an advisor?

The Student Code of Conduct defines an advisor as, “an individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student.” 5-308 E (definitions).

All student respondents and Title IX complainants are allowed to be assisted by an advisor.

Who can serve as an advisor?

Virtually any one person of the student’s choosing may serve as an advisor. In select cases the Dean of Students office may object to an advisor such as when the chosen advisor is involved in the current matter or is otherwise determined to be inappropriate due to conflicts.

An advisor should be readily available; scheduling conflicts cannot unreasonably delay disciplinary proceedings.

Students should complete an Authorization for Release of Information (FERPA) form for their chosen advisor.

What is the role of an advisor during a conduct meeting?

The role of an advisor in a conduct meeting is to:

- Support the student.
This may include:
 - Consulting with the student during the meeting.
 - Suggesting questions for the student to ask.

The advisor is not a participant in the process; they are limited to advising the student and should not present information, make statements, or assert arguments during a conduct meeting. An advisor may not speak for or on behalf of a student. During a meeting, an advisor may quietly speak with or write notes to a student.

How can an advisor obtain information about a case?

In compliance with the Family Educational Rights and Privacy Act (FERPA) office staff can release information about a case with written consent from the student.