



Office of Student Affairs

Authorization to Release Confidential Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, and amendments pertaining thereto, is a federal law that protects the privacy of a student's education records. Education records are any records that contain information that is directly related to the student, and are maintained by the institution or a party acting on behalf of the institution. Under FERPA law, the Student Conduct Program may not share the contents of a student's conduct file with anyone other than the student, unless the student provides written consent to do so.

Student Information:

Name: _____ Utica College ID #: _____

Email: _____ Telephone #: _____

The following individual(s) has requested information from your education record:

Name of Individual(s) Requesting the Information: _____

Relationship to Student: _____

Reason for Release: _____

Specific Information to be Released:

- Information Pertaining to Previous Conduct Cases
- Information Pertaining to Conduct Case(s) from Incident(s) Occurring On: _____
- Information Pertaining to All Conduct Cases

Please Release the Information Specified Above in the Following Manner:

- Telephone Discussion (with or without student present)
- In-Person Meetings (with or without student present)
- All of the Above

In accordance with FERPA, I authorize the following Utica College official, _____, to release information from my Student Conduct file to the individual(s) named above and for the reasons specified. I acknowledge by my signature that I understand that although I am not required to release my information, I am giving my consent to do so. Additionally, I understand that I may revoke this authorization in writing at any time.

Signature of Student: _____ Date: _____