



JAPAN CENTER FOR MICHIGAN UNIVERSITIES

International Center
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East Lansing, MI 48824

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STUDENT CONDUCT RELEASE FORM

STEP 1 - TO BE COMPLETED BY THE STUDENT:

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your student information (including information pertaining to student conduct records) is strictly confidential and can only be released with your consent.

Please complete the top portion of this form to authorize the release of the requested details from your student records:

Home Institution Name: _____

Student Full Name: _____ Student ID #: _____

Student Email Address (school-provided): _____

By signing below, I hereby waive my right to confidentiality and grant officials at my home institution (named above) permission to share information from my student records (including academic, judicial, or student conduct reports) with the Japan Center for Michigan Universities (JCMU) as necessary to facilitate completion of this form.

Print Name: _____ Signature: _____ Date: _____

STEP 2 - TO BE COMPLETED BY THE APPROPRIATE OFFICE / STAFF MEMBER AT THE NAMED HOME INSTITUTION:

Instructions: This form may be completed by any staff member who has access to the requested student information and is authorized to release it in accordance with institutional policies. If more space is needed or if your institution has a different format for releases of this nature, please attach a letter with the requested details. Please return this form (and any additional documentation) to the student to be included with their other JCMU application materials -OR- send the document directly to the JCMU East Lansing Office (contact information provided above).

Does this student have any judicial / student conduct record(s) with your institution? Yes No

If "yes," please comment: _____

Has the student ever been suspended or dismissed from your institution? Yes No

If "yes," please comment: _____

Completed By (Print Name): _____ Title/Position: _____

Signature: _____

Date: _____