



# Sacred Heart UNIVERSITY

## Conduct Record Release Form

**TO THE APPLICANT:** Enter your name, and information below, and submit this form to the Dean of Students or Student Conduct Affairs Office from any/all colleges or universities you have attended for any amount of time. **This form (for each college or university you attended) is required prior to the start of matriculation at SHU.** We recommend you provide this as soon as possible.

Name (please print): \_\_\_\_\_ Birth Date: \_\_\_\_\_

Permanent Address (city, state, zip): \_\_\_\_\_

Previous Institution: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 (FERPA) guarantees the confidentiality of student educational records. As a part of my application, I authorize the Registrar's Office to release all information pertaining to my academic record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE COMPLETED BY THE DEAN OF STUDENTS OFFICE OR STUDENT CONDUCT AFFAIRS

**OFFICE FROM ALL INSTITUTIONS ATTENDED:** The above-named student has applied to Sacred Heart University. Please complete this form and return it to the Sacred Heart University Undergraduate Admissions Office directly. This information is necessary before any final action may be taken on this student's application.

Please answer all 5 questions below:

1. *Is this student in good disciplinary standing at your institution?*  
☐ Yes      ☐ No
2. *Is this student eligible to return to your institution?*  
☐ Yes      ☐ No
3. *Has the student ever been found responsible for a disciplinary violation at your institution, including for Title IX, academic or behavioral misconduct?*  
☐ Yes      ☐ No
4. *Regardless of the outcome, has this student ever been a respondent in a disciplinary or Title IX proceeding at your institution or been the subject of a complaint that did not result in a disciplinary or Title IX proceeding?*  
☐ Yes      ☐ No
5. *Are there any pending or unresolved disciplinary or Title IX proceedings involving this student at your institution, including any incidents involving this student that have not yet resulted in disciplinary action?*  
☐ Yes      ☐ No

(If you answered "Yes" to any of questions 3-5, please provide specific written details in a separate document.)

Signature of University Official: \_\_\_\_\_

University/College: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed form and any additional documents via email to [enroll@sacredheart.edu](mailto:enroll@sacredheart.edu).