

**OKLAHOMA CITY UNIVERSITY, DEAN OF STUDENTS OFFICE  
EDUCATION RECORDS RELEASE AUTHORIZATION**

Many graduate and professional schools, and employers, especially governmental agencies, require current and former students to authorize the release of their disciplinary records in order to be considered for employment or admission.

Student Conduct Records (SCR) are release to the person or agency the student designates by completing the form below. This release form<sup>1</sup> must be received by the Dean of Students Office prior to the records being released. You can:

- Bring the release form to the Dean of Students office during normal business hours
- Email the form via email to [studentaffairs@okcu.edu](mailto:studentaffairs@okcu.edu)
- Mail the form to: *Oklahoma City University  
Attn: Dean of Students Office  
2501 N. Blackwelder Ave.  
Oklahoma City, OK 73106*

Please provide an exact address to which you would like the SCR sent, **or** an e-mail address to which the records should be sent.

Electronic records will be sent directly to the organization requesting the SCR. Please note that some records requests are sent electronically by the requesting organization. In these instances, the SCR will be provided electronically.

If you have no conduct record, information will be provided indicating as much. If you have been found responsible for violating the OKCU Student Code of Conduct, the following information will be released:

- Date of incident
- Violations for which the student was found responsible
- Assigned sanctions
- Confirmation as to whether or not sanctions were completed

Additional information about your SCR may be provided if the requesting organization desires such information.

The information above will also be released if you have been found responsible for violating the OKCU Non-Discrimination Policy<sup>2</sup>. Requests for disciplinary records are assumed to include requests for information about violations of the Non-Discrimination Policy unless otherwise stated.

**RELEASE FORM ON NEXT PAGE>>**

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<sup>1</sup> A copy of the release will be made and kept on file in the Dean of Students Office

<sup>2</sup> The Non-Discrimination Policy addresses acts of discrimination, harassment, and violence that are based on a protected class and prohibits sexual misconduct, intimate partner violence, and stalking.

