

THIRD PARTY AUTHORIZATION FORM

The University of California, Berkeley has a responsibility to protect students' and student organizations' information, including information discussed during student conduct meetings. This information pertains to conduct files as defined by the Family Educational Rights and Privacy Act (FERPA). This information is strictly confidential.

The Center for Student Conduct (CSC) and the Office of the Independent Hearing Officer are tasked with administering the Berkeley Campus Code of Student Conduct. As part of that administration, the CSC is the office of record for all conduct files pertaining to the Berkeley Campus Code of Student Conduct. The CSC and Office of the Independent Hearing Officer will not discuss information pertaining to a student's or student organization's conduct record with a third party unless the student authorizes the CSC or Office of the Independent Hearing Officer to do so. A third party can only be privy to that information upon the written consent of the student or a student organization's current leadership. A student or student organization leader that signs this form authorizes a third party to participate in student conduct meetings and other stages of the student conduct process, in which FERPA-protected information will be discussed. This authorization will continue through case resolution, including appeals if applicable, unless revoked by the student or student organization leadership.

I waive my right to confidentiality and grant officials administrating the conduct process at the University of California, Berkeley permission to share information with the following authorized third party in student conduct meetings and other stages of the student conduct process.

Student Name _____ **SID** _____

Authorized Third Party Name _____

Authorized Third Party Email Address _____

- I understand and confirm that I have authorized the CSC and Office of the Independent Hearing Officer to discuss my student conduct record with a third party.
- I acknowledge that the information discussed is confidential information under FERPA.
- I understand that I am responsible for contacting the CSC regarding future changes to who is authorized to access this conduct case.
- I understand that my consent to share this information with a third party will remain in effect only through case resolution, including appeals if applicable, until revoked by me, and that I can revoke this authorization at any time by contacting the CSC at UC Berkeley.

Student Signature

Date

Additional Information Related to Advisor

The CSC provides training materials for advisors. The training is available [here](#) or on our website.

Optional: I confirm the above third party is serving as my advisor for this conduct case.

Optional: In addition to discussing my student conduct record with the third party, I request the CSC include the above named advisor on any future formal correspondences sent to me regarding this conduct case. I acknowledge that once released, the CSC does not control any further transmission or retention of my conduct record by the third party. Student initials here: _____

STUDENT ORGANIZATIONS ONLY

Fill in this box **only** if you are representing a student organization for this matter:

Name of Student Organization: _____ **Leadership Position:** _____