

## JUDICIAL REVIEW FOR STUDY ABROAD

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The State University of New York requires a judicial review of all applicants for its study abroad programs. It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the study abroad office on the campus responsible for the program in order for a determination to be made. Each applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record. Students must also inform their home campus study abroad office about their intention to study abroad.

**Instructions for the Student:** Please complete Section I of this form and then take the form to the Judicial Officer on your home campus. *Be sure to fill in your name at the top of page 2.*

**Instructions for the Judicial Officer:** The student named on this form has authorized release of his/her judicial record to the International Programs Office at SUNY Cortland. Please complete the second section of this form and then **return both pages of this form** to us **directly** by mail or fax or as a PDF scan via email to the address/fax/email at the end of this form. A prompt response is appreciated.

### I. To Be Completed by the Student:

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*Last Name*

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*First Name*

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*Campus ID#*

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*Home Campus*

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*Program Abroad*

Have you ever been convicted of a felony?  Yes  No

If yes is checked, submit an explanation or ask to speak with the Director of International Programs at SUNY Cortland.

Have you ever been suspended, dismissed, or expelled from a college or university?  Yes  No

If yes is checked, submit an explanation or ask to speak with the Director of International Programs at SUNY Cortland.

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*Name of Judicial Officer on Your Home Campus*

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*Phone Number for Judicial Officer*

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*Email Address for Judicial Officer*

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*Fax Number for Judicial Officer*

**Please give your consent by agreeing with your signature to the statement below.**

Under the provisions of the Family Education Rights and Privacy Act, I authorize the Judicial Affairs Officer named above to provide documentation and discuss all information related to any judicial affairs review on the campus at which I am matriculated with the appropriate International Programs Office staff members and, if appropriate, with the associated faculty program director, for the purpose of determining my participation in a study abroad program.

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*Student's Signature*

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*Date Release Signed*

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*Date This Release Expires and is No Longer Valid. (Recommended: End of the final semester in which you will be studying abroad)*

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**II. To Be Completed by the Judicial Affairs Officer**

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*Student's Last Name*

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*Student's First Name*

1. \_\_\_\_\_ The student named above and on the reverse side of this form **has not received** a judicial sanction (probation or higher) on our campus.
2. \_\_\_\_\_ The student named above and on the reverse side of this form **has received** a judicial sanction (probation or higher) on our campus.

Effective Dates: \_\_\_\_\_

Level of Sanction: \_\_\_\_\_

Violation: \_\_\_\_\_

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*Printed Name of Individual Authorized to Complete This Form*

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*Signature*

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*Title*

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*Date*

**Please upload both pages of this form to your SUNY Cortland Study Abroad Online Application**

If you have any questions, please feel free to contact:

SUNY Cortland International Programs Office

Old Main, Room 219

P.O. Box 2000

Cortland, NY 13045

Phone: 607-753-2209

Fax: 607-753-5989

Email: [studyabroad@cortland.edu](mailto:studyabroad@cortland.edu)