



Office of Global Initiatives
170 North St/Box 139
Dryden, NY 13053 USA
Email: global@tompkincortland.edu

Study Abroad Conduct Form

Instructions for the Student: Please complete section I of this form and then take the form to the conduct office on your home campus. Then send to the Office of Global Initiatives/Suite 248 (address above). Be sure to fill in your name at the top of page 2.

Instructions for the home institution: The student named on this form has authorized release of their conduct record and criminal history review to the *TC3 Office of Global Initiatives*. Please complete section II of this form and then **return both pages of this document** to us **directly** by mail or fax, or as a PDF scan. A prompt response is appreciated.

CAMPUS CONDUCT REVIEW

The State University of New York (SUNY) requires a conduct review of all applicants for its education abroad programs. It is necessary for us to be informed of any conduct record that exists for any participant. The existence of conduct records at the participant's home campus does not necessarily mean denial of admission to a program; however, the information must be reviewed by the education 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 conduct record. Any falsification or omission of data may result in disciplinary charges under the Student Code of Conduct

FELONY CONVICTION

SUNY policy prohibits TC3 admission applications from inquiring into an applicant's prior criminal history. However, the College must seek information regarding a student's criminal history if the student engages in certain covered activities, including study abroad programs.

Under N.Y. State law, a felony is defined as a crime for which more than one year in prison may be imposed. If you have been convicted of a felony as an adult, you should answer YES to the felony conviction question below. If you have been adjudicated as a juvenile or as a youthful offender, or if your conviction has been sealed, you should respond NO to the felony question below.

Responding YES to the question below will not automatically prevent your participation in study abroad, but you may be required to provide additional information. This information will be reviewed to ensure that your participation does not present an unreasonable safety risk. Any falsification or omission of data may result in disciplinary charges under the Student Code of Conduct. For more information: <https://www.tompkincortland.edu/academics/non-academic-code-conduct>

I. To Be Completed by the Student:

_____ Last Name _____ First Name _____ Campus ID#

_____ Home Campus _____ Program Title & Administering Campus

Have you ever been convicted of a felony? yes no

If yes, what was the date of your last felony conviction? _____ / _____ (Month/Year)

Have you ever been suspended, dismissed, or expelled from a college or university for conduct issues? yes no

If yes is checked to any of the questions above, submit an explanation or ask to speak with the education abroad advisor at TC3

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 relevant offices at my home campus to provide documentation and discuss all information related to any student conduct and criminal history review on the campus at which I am matriculated with the appropriate study abroad office staff members and, if appropriate, with the associated faculty program director, for the purpose of determining my participation in an education abroad program. (Over.)



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Student Signature

Date Release Signed

This release expires and is no longer valid at the end of the term in which you will be studying abroad

II. For students NOT ATTENDING TC3, to Be Completed by the Student Conduct Officer

Student's Last Name

Student's First Name

1. _____ The student named above **has not received** a conduct sanction (probation or higher) on our campus.
2. _____ The student named above **has received** a conduct sanction (probation or higher) on our campus.

Effective Dates: _____

Level of Sanction: _____

Violation/s: _____

Remarks: _____

Additional information may be attached.

A representative of the Global Initiatives office may contact you to discuss.

Printed Name of Individual Authorized to Complete This Form

Signature

Title

Date

Email address

Phone number

Please return both pages of this form directly to:

Tompkins Cortland Community College
Office of Global Initiatives/Suite 248
170 North St/Box 139
Dryden, NY 13053 USA