YOUR DISCIPLINARY RECORD AT CORNELL

Your disciplinary record at Cornell is considered part of your educational records. Pursuant to a federal law known as the Family Educational and Privacy Act of 1974 (FERPA), your disciplinary record is confidential and cannot be released to others without your written permission, except under certain circumstances.*

Many graduate and professional school applications (especially law schools) and some employment applications (generally governmental agencies with security concerns such as the FBI or CIA) ask questions about your personal background. Such questions may require your signature, providing your authorization for release of that information.

Because you have been referred to the Office of the Judicial Administrator, you should pay particular attention to any questions on any applications that refer to your campus disciplinary record. As difficult or embarrassing as you may find it to disclose disciplinary information, you should be completely honest in answering any such questions. Whatever you did to get referred to the JA is not nearly as bad as misrepresenting your disciplinary record at some point down the road.

We cannot possibly anticipate the form of every question that might be asked. Here are a few guidelines, however, that may assist you in answering questions:

1) Keep any documentation from the JA's office (especially Summary Decision Agreements, if you signed one) with your other important papers. Referring to these documents may help answer the questions on any forms.

2) The JA's office deals with alleged violations of Cornell's Campus Code of Conduct, not with allegations of criminal misconduct. Accordingly, if a question asks only about criminal activity, you would not need to provide information about your disciplinary record in the JA's office.

3) If a question asks broadly something like, "Have you ever been subject to disciplinary action at your college or university?" the answer will always be "yes," and you should explain the circumstances.

4) If a question asks more narrowly something like, "Do you currently have a disciplinary record at an education institution?" the answer will depend upon the particular resolution of your case. If you signed a Summary Decision Agreement in the JA's office, the agreement should specify the length of any disciplinary record created by the misconduct.

5) If you have any questions about how to respond to a question, please contact the JA' Office at (607) 255-4680.

*Exceptions to the confidentiality otherwise provided by FERPA include sharing of information with others within the University on a "need to know" basis.
This is page two. Notice that the top and left margins are 1”. **In order to use page 2, you will need to start your second page of content on this page.**

A section break occurs at the end of page 1. If you simply continue to input content above the section break, you will not see the new margins.

If you find that you do not require a second page, PLEASE DO NOT DELETE THIS PAGE. You will adversely affect the layout of page 1. Simply print only page 1.