

LIFELONG LEARNING
McGuffey Hall, Room 127
Oxford, OH 45056
(513) 529-8600
(513) 529-8608 Fax

Directions for use and completion of the Study Abroad Student Judicial File Check Form

1. Use this form as part of your application process. This form can be duplicated for students to complete and submit back to you. This form can be found at www.muohio.edu/LLL under “Faculty Resources” / “Domestic Travel and Study Abroad Forms”
2. Forward completed Judicial File Check Forms to the Office of Ethics and Student Conflict Resolution at 9 Warfield Hall, Oxford
3. The Office of Ethics and Student Conflict Resolution will report any violations of the Code of Student Conduct. Turnaround time is normally one week.
4. Since there may be a large time span between the first judicial check at application and the time of departure, a second judicial check is suggested. By submitting the same form, the Office of Ethics and Student Conflict Resolution will check the file again for anything that would make the student ineligible for the program. Turnaround time on the second check is normally 24 hours.
5. Ultimately, it is up to the workshop director to decide if a student should take part in the study abroad program. Please feel free to follow-up with the Office of Ethics and Student Conflict Resolution or Lifelong Learning on any concerns or questions you may have about a student’s disciplinary record.

Resources:

Office of Ethics and Student Conflict Resolution
9 Warfield Hall
Oxford, OH 45056
529-1417

Lifelong Learning
127 McGuffey Hall
Oxford, OH 45056
529-8600
529-8608 fax
lifelearn@muohio.edu

Completing the upper portion of this form grants us permission to reference your judicial files.

TO: OFFICE OF ETHICS AND STUDENT CONFLICT RESOLUTION

9 WARFIELD HALL, MIAMI UNIVERSITY OXFORD

DATE: _____ BANNER #: _____

NAME: _____ SIGNATURE: _____

CAMPUS ADDRESS: _____

PHONE NUMBER: _____ MU E-MAIL _____@muohio.edu

PROGRAM _____ Applying for Term _____

RETURN FORM TO: _____

Workshop director and office

(The following is for office use only)

THE ABOVE INDIVIDUAL HAS APPLIED FOR ADMISSION TO A LIFELONG LEARNING STUDY ABROAD PROGRAM(S). PLEASE INDICATE IF ANY OF THE FOLLOWING ARE IN THE STUDENT'S FILE.

- | | |
|--|--|
| <input type="checkbox"/> Currently on probation | <input type="checkbox"/> Is/has been suspended or received disciplinary action |
| <input type="checkbox"/> Interfering with University function | <input type="checkbox"/> Dishonesty (non-academic) |
| <input type="checkbox"/> Physical/Sexual/Mental Misconduct/Abuse/Assault | <input type="checkbox"/> Theft or damage to property |
| <input type="checkbox"/> Alcohol -intoxication 105A | <input type="checkbox"/> Discrimination |
| <input type="checkbox"/> Alcohol-prohibited use 105B | <input type="checkbox"/> Abuse of computer resources |
| <input type="checkbox"/> Other Drug Abuse | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Failure to comply | <input type="checkbox"/> Disorderly conduct |
| | <input type="checkbox"/> Nothing to report |

First Check at time of workshop application process

Second Check within one month of departure

Date

Date

Signature of Office of Ethics and Student Conflict Resolution

Signature of Office of Ethics and Student Conflict Resolution