

# Cleveland State University

## Cleveland-Marshall College of Law **Office of Career Planning**

### **Release of Information**

Employment programs sponsored by the Office of Career Planning (OCP) include *On-Campus visitation* by employers, *Off-Campus interviews* with employers, as well as sending of resumes and other requested information by students themselves (*Resume Direct*) and the collection of these materials by the OCP for distribution to the employer (*Resume Collect*). This **Release of Information** authorizes the OCP to give copies of your transcript and resume and other requested materials to employers. Note that this release is in effect for the duration of your time as a student at Cleveland-Marshall College of Law, CSU, unless you give the OCP a written, signed, and dated notification to the contrary. This release also authorizes the OCP to forward copies of your resume and/or your transcript to foundations, organizations, and other grantors of awards and scholarships.

The OCP does not release student information to employers without first getting your confirmation of interest in the position of employment. A resume will not be forwarded to an employer without your knowledge.

Honesty is fundamental to the profession of law. All materials submitted for application including resume, transcript and cover letter must *accurately* reflect your background. Exaggeration, puffery (including rounding up of grades), and misinformation will not be tolerated. Use of inaccurate information may result in your being reported to the Honor Code Committee. Any questions should be directed to the Office of Career Planning.

**By executing this Release of Information, I authorize the Office of Career Planning to release my transcript and resume to the parties necessary to secure employment and/or awards. I understand that this release is in effect for the duration of my student status at Cleveland-Marshall College of Law, Cleveland State University. I may void this agreement by submitting a written signed and dated notification to the OCP.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Expected Graduation year \_\_\_\_\_