

Received by \_\_\_\_\_ (name)  
in the Office of the Dean of Students • in person  
• electronically • via mail  
on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

### STUDENT CONDUCT RECORDS REQUEST FORM

The 1974 Family Educational Rights and Privacy Act is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level. Under FERPA, current and former students have the right to inspect and review their education records.

Current and former students can request to inspect and review their student conduct files by completing this form and returning it to Student Accountability & Community Standards for processing. The request can be mailed or emailed by following the Business day that the

Student conduct records as of the date of the request, check for any necessary redactions to protect other campus community

Records added to the record after the date of the valid request will require a new time period will commence for those records.

The student will be notified via e-mail that the records are ready for inspection, and instructing the student to contact Student Accountability to contact the office to schedule a date and time for the inspection at the office within the 45-day window.

Name: \_\_\_\_\_ Campus ID or last 4 of SSN#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduated? Yes No

Please describe the specific education record(s) requested :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date