



OFFICE OF STUDENT CONDUCT
Authorization to Release Information

As defined by the Family Educational Rights to Privacy Act (FERPA), access to student conduct records is confidential, and only those with a legitimate right to know, such as the Office of the Vice President and Dean of Students, the Office of Student Conduct, and the Office of Residence Life, may access these records.

Students wishing to acquire their student conduct records may submit a request to access their records. Students may also request that records be released to a third party for employment background checks, admissions requirements, security clearance, etc. Please note, to request a Dean's Certification Letter, contact the Office of Student Conduct directly for more information.

All requests for Student Conduct records take 3-5 business days to process. Dean's Certification Letters take 5-7 business days to process. Please allow additional processing time if additional information or documents may be needed or missing.

I would like to:

- Request my own Student Conduct Record
- Give consent to Disclose my Student Conduct Records to a third party
- Request a Dean's Certification Letter

Student's Printed Name

Date

Student's Signature

Student ID Number

Student's Email