

Request for Copy of Student Conduct Record

Below are summaries of FERPA, the law which governs student educational records, and the records copying and distribution policy of the student conduct program. While not required under law in most circumstances, Marymount University will make copies a student's record when requested.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the confidentiality of educational records maintained by institutions of higher education. FERPA prohibits the release of confidential information related to a student's educational record to anyone except authorized Marymount University personnel. If a student wishes, s/he may review their student record. Marymount University has forty-five (45) days to comply with such requests and is only required to allow for inspection of such records except where extenuating circumstances exist (i.e. an in-person review would be extraordinarily difficult).

Community Conduct Code

After a case has been closed, students may request a copy of their conduct record by contacting the Chief Conduct Officer. Students will be required to complete a record request form. Requests take approximately five to ten business days to complete. Copies of records will be limited to photocopies of written records. Videos, audiotapes, and other documentary evidence will not be copied and distributed. However, students may request to view these items. (Student Community Conduct Code, Community Standards Book, p. 35)

Request for Records

If the address below does not match the student's permanent address, Marymount University may still need to verify the requestor's identity before processing this request.

Name _____ Student ID: _____

Address _____

Address _____

City _____ State _____ Zip Code _____

Specific Records _____

Student Signature _____ Date _____