

Brescia University

Student Request to Inspect and Review Conduct Records

Eligible students have the right to inspect and review his or her conduct records maintained by the University. Brescia University must provide an eligible student with an opportunity to inspect and review his or her conduct records within 45 days following the receipt of request. This form may be submitted in person to the Dean of Students Office located in the Campus Center, by email to studentdevelopment@brescia.edu or by fax to (270) 686-6422.

Student Information

I wish to inspect and/or review my conduct record located in the following office:

Check	Name	Description	Office
<input type="checkbox"/>	Student Conduct File	Incident Reports, Conduct and Sanction Forms, Room Inspection Forms, and Student Conduct Board Transcripts	Dean of Students Office

Last Name

First Name

Student ID #

Contact #

Brescia Email Address

Authorization:

Student's Signature

Date

For office use only:

Request received by: _____ Date: _____

Student notified of record availability by: _____ Date: _____

Notification method: _____

Inspection and/or Review Verification:

- I have inspected the contents of the requested education record identified above and am satisfied with its accuracy.

Student's Signature

Date

- I have inspected the contents of the requested education record identified above and am not satisfied with its accuracy. (Please complete Student Request for Record Correction if desired).

Student's Signature

Date