

**Brescia University**  
**Student Request to Inspect and Review Conduct Records**

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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 Office of Student Affairs located at Moore Center 201, by email to [studentaffairs@brescia.edu](mailto:studentaffairs@brescia.edu) or by fax to (270) 686-4333.

**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