



EMORY  
UNIVERSITY

Office of Student Conduct  
Campus Life

## Request to Release Disciplinary Record Information to a Third Party

Complete this form and return to the Office of Student Conduct.

Address: 630 Means Drive, Atlanta, GA 30322; Email: [conduct@emory.edu](mailto:conduct@emory.edu). Drop off: AMUC Suite 301

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Your Rights Regarding Your Disciplinary Record

The Family Educational Rights & Privacy Act (FERPA) is a federal law giving students the right to access their educational records (including disciplinary records) and to control who else may access those records. FERPA requires that the university have students' written consent to release information from their disciplinary record to any third party, except in certain, limited circumstances.

### Releasing Information from Your Disciplinary Record

This request form allows you to give consent for the university to share information from your non-academic disciplinary record with a third party. For academic disciplinary records please contact the dean's office for your college. The university reserves the right to share information from students' disciplinary records internally with university officials who have a legitimate educational interest, or to share information with third parties under exceptions permitted by FERPA.

I am requesting that the university release information from my disciplinary record in the following ways:

☐

Send a disciplinary summary letter to a school or licensing authority

This letter indicates if you were ever found responsible or accepted responsibility for violating the Undergraduate Code of Conduct. If so, the dates and charges of misconduct associated with each violation will be noted. Specific sanctions are not noted, only if sanctions are in progress or were completed.

☐

Send a records retention letter to a school or licensing authority

This letter states that disciplinary records are destroyed after 7 years from the date of the violation, except for students who are suspended or expelled.

☐

Discuss my disciplinary record with a third party (in person, by phone, or by email)

This option allows the university to share information from your disciplinary records with your parents, an advisor who may be assisting you in the conduct process, or other individuals.

☐

Allow a third party to review my disciplinary record with a university official

This option gives the university permission to allow a third party to review your record. This would require the third party to make an appointment to review the record.

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Requesting to have a letter sent to a school or licensing authority?

Indicate below address where the letter(s) should be sent. Letters can also be emailed. If the letter is for medical school admissions please include your AAMCAS identification number. Please allow up to 5 business day for your request to be processed excluding university and or department closures.

School or Agency 1		
School or Agency Name ▼	School or Agency Official ▼	
Address ▼	City & State ▼	Zip Code ▼
School or Agency 2		
School or Agency Name ▼	School or Agency Official ▼	
Address ▼	City & State ▼	Zip Code ▼
School or Agency 3		
School or Agency Name ▼	School or Agency Official ▼	
Address ▼	City & State ▼	Zip Code ▼

Your AAMCAS identification number (optional): \_\_\_\_\_

Giving permission for the university to share information from your record with an individual?

Include the name, phone number, and email address of each individual.

Name	Phone	Email
Name	Phone	Email
Name	Phone	Email

By signing below, I give consent for Emory University to release information from my disciplinary record in the manner indicated. I understand I may revoke this consent, in writing, at any time except to the extent that action has already been taken to fulfill my request.

Student Signature	Date
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