

## Request for Copy of Academic Integrity Record

Below are summaries of FERPA, the law which governs student educational records, and the records copying and distribution policy of the academic integrity 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).

### Academic Integrity Code

While case materials are being collected, the Office of Student Conduct and Academic Integrity will not make copies of records. During this time, respondents may visually inspect the record by contacting the Office of Student Conduct and Academic Integrity which will arrange an opportunity for the student to inspect the record during normal business hours. At the discretion of the Office of Student Conduct and Academic Integrity, a copy of the record may be provided to the respondent in situations in which inspecting the record in person would create a significant hardship.

After case materials have been collected, a respondent may request a copy of his or her record by contacting the Office of Student Conduct and Academic Integrity. Students will be required to complete a record request form. Requests may take up to ten (10) 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, respondents may request to view these items in person. (Community Standards Book, Academic Integrity Code, p. 72)

### 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 \_\_\_\_\_

This form is for use by the Office of Student Conduct and Academic Integrity only.