



University of Colorado at Boulder

Office of Student Conduct

Regent Administrative Center 206
010 UCB
Boulder, CO 80309-0010
Phone: (303) 492-5550
Fax: (303) 492-3589

REQUEST TO INSPECT RECORDS

To the student:

Pursuant to federal law, you have the right to inspect and review your own education records. For more information on this please see the Family Educational Rights and Privacy Act of 1974 (20 USC § 1232).

By submitting this form, you have alerted the Office of Student Conduct that you would like to inspect and review your disciplinary records. The Office of Student Conduct will comply with a request for access within a reasonable time, not to exceed 45 days. Arrangements shall be made for the student to read his or her records in the presence of a staff member. Please be advised that the Office of Student Conduct does not permit the copying of these records, does not allow your education records to be removed from our offices, does not allow unauthorized individuals to inspect your records, and your records may have certain information redacted pursuant to law.

I _____ (Print Name and Student ID Number), request an inspection and review of my disciplinary records maintained by the Office of Student Conduct.

(Student Signature)

(Date)

Please let us know the best way to contact you to arrange this inspection:

E-mail: _____

Phone: _____

Address: _____
