

AUTHORIZATION



AUBURN
Student Conduct
Student Affairs

RELEASE STUDENT CONDUCT RECORDS

Name of Student (Last, First, Middle Initial):	Suffix:	Student ID #:	Date of Birth:
Student Phone Number:		Auburn Email Address:	
Individual(s)/Institution(s)/Agency(ies) to Whom Conduct Records May be Provided			
Name (Use additional pages if sending to multiple entities)			
Street Address		City	State Zip
Email			
Record Type (check all that apply)			
☐ Conduct Summary (Violations for which the student was found responsible and any sanctions that were issued. If no records exist, the letter will state that the student has no conduct record.)			
☐ Only my records associated with the following incident: _____			
☐ Other (please specify): _____			
Duration of Release (check one)			
☐ One-Time Use: This authorization can be used only once.			
☐ Limited Use: This authorization is valid for one calendar year from the date the form is signed.			
Purpose of Release (check one)			
☐ Verification of Records for Employment			
☐ Admission to an Educational Institution or Program (Ex. Study Abroad)			
☐ Communication with Family or Advisor(s)			
☐ Other (please specify): _____			
Delivery Method (check one)			
☐ E-Mail to email address provided above			
☐ Communication with Conduct Staff (In-person, Zoom, phone call, etc.)			
☐ I will pick up in person at the Student Conduct Office, Melton Student Center, Suite 1206			
☐ Other (please specify): _____			
☐ Check here if you would like to receive an e-mail copy of the records to the Auburn e-mail listed above.			
I hereby waive my privacy rights, including, but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and grant my consent to authorize Auburn University Student Conduct to release my student non-academic misconduct records. I understand this request may take up to 5-7 business days to process. Requests cannot be made over the phone, nor can they be processed without a student signature.			
Student's Signature		Date	

Note: The form must be fully completed and signed by the student. Completed forms should be submitted to the Student Conduct via hand-delivery (Melton Student Center 1206), fax (334-844-1132), e-mail (conduct@auburn.edu), or mail (Melton Student Center 1206, Auburn University, AL 36849).