

**Florida State University Panama City
Office of Student Affairs**

Student Conduct Record Request

In accordance with Federal and State regulations and in adherence to the Florida State University Student Conduct Code, students are afforded the right to request a record of their disciplinary history. The Office of Student Affairs will respond to a completed request in approximately 3-5 business days from the date of receipt.

Student Name: _____

Student Phone Number: _____

Student FSU Email: _____

Please note that the office is only able to answer questions pertaining to conduct issues. Please direct any concerns you may have to the Office of Student Affairs: studentaffairs@pc.fsu.edu.

The office is able to provide conduct records via the following methods: email, fax, mail, and in-person. Please note that if you need forms mailed, provide a stamped, pre-addressed envelope for each individual entity to the office. Some institutions requires forms that are mailed.

Number of Copies Requested: _____

Has another entity or institution provided you with a document for the office to complete regarding your student conduct record? Yes* No

**Please be sure to complete, sign, and attach any documents from the entity or institution.*

Please list the name, fax number and email address for EACH of the entities or institutions to which we should send a copy.

By submitting this form, you certify that the above information is correct and that you have read and understand the terms of this agreement.

Signature: _____ Date: _____