Request for Statement on Student Conduct Record

Information about Requests
Requests for information on student conduct records are typically completed by the Dean of Students Office within 5 business days of the request. During periods of high volume (e.g., around University breaks and peak application times such as January 1 and April 1), please allow extra time for this request to be processed. Generally information requested on a student’s conduct record is sent directly to the program/institution/agency requesting the information unless otherwise instructed.

Student records are personal and confidential. Under no circumstances will any personally identifiable information from the student or as otherwise required by law.

Instructions
When requesting the release of information in student conduct records, please provide any instructions from the organization requesting the information (including a signed release to disclose this information). Most organizations have a form that needs to be completed. If no form is provided, please provide us with instructions on the specific information being requested and the address of where it needs to be sent. To expedite your request, please complete the following and attach it to the form (if one is provided) that needs to be completed. Questions may be directed to the Dean of Students Office (802-656-4643 or DeanofStudents@uvm.edu).

Special Instructions (including address of where form or information needs to be sent):

Requests for Statements on Conduct Records Can Be Submitted to:
Office of the Dean of Students, University of Vermont, 41 South Prospect Street, Burlington VT 05405
DeanofStudents@uvm.edu 802-656-3467 (fax)