



The
UNIVERSITY
of VERMONT

<i>Official Use:</i>	
Date Sent	_____
Mode Sent	_____
CSES Rec	_____

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 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).

Student Information (please print clearly)

Full Name (First, Middle and Last)

Date of Birth: _____

Phone: _____

E-mail: _____

Dates of Attendance at UVM : _____

(e.g., Fall 2006-Spring 2009)

Authorization to Release Student Conduct Information

I, _____, hereby authorize University of Vermont officials to release information in my University conduct record to _____.

Signature _____ Date _____

If you are a third party requesting student conduct information, you will need to attach written authorization from the student to access this information.

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)