

Disciplinary Record Certification

If you need a “record release” or “statement of good disciplinary standing” completed by Student Conduct, it will be necessary for you to complete a Disciplinary Record Certification Form (*see reverse side*) in our office. This form must be completed and signed to authorize a release of your record. Additionally, if you only want to “see what is on your record”, it will require the completion of this form.

Please complete all sections on the reverse side of this form.

Discipline records are expunged from your conduct file (5) five years following the date of the incident. Records older than five years are no longer part of your conduct record.

Your record release will only include cases in which you were found responsible for a university violation. While any information related to the case can be released to whomever you authorize, typically our office releases the following information: incident date and/or hearing date; all policies violated; sanctions issued; and if the sanctions were completed. If you require copies of actual case documents, you should note this on the request form. Case documents include: conduct referral, charge letter, decision letter, appeal letter (if applicable).

While we understand that a conduct record does not define your time at Virginia Tech, we do not provide "character references" as part of a conduct record certification.

Student Conduct can complete a Dean's Certification form for a graduate or professional school but only for information regarding your disciplinary record. If the school requires academic rank information, SAT scores, or a statement that you are in good academic standing, we will forward the form to the University Registrar for completion. If the institution provides their own form(s), they should be left with your request form for completion in the appropriate areas by our office.

Record release requests which need to be sent off campus must be accompanied by a **preaddressed, postage-paid envelope**. This should accompany your request form. Without this, requests will not be processed.

Our office strives to complete all requests within a reasonable amount of time, however, we have other responsibilities which require our attention. We must ensure that the information that we are releasing is accurate and we will not rush any request. Therefore,

Requests can take up to 5 business days to complete.

Forms are completed on a first-in, first-out basis. Please ensure that you have fully filled out and signed all applicable areas. Failure to do so may delay the processing of your information.

Disciplinary Record Certification Form

Student Information	Office Use Only
Student Name: _____ Student ID Number: _____ Virginia Tech PID: _____ Student Address: _____ _____ _____	Initials: _____ Date: _____ Released: _____

Institution Information
Institution Requesting Information: _____ Institution Address: _____ _____ _____ _____

Processing Information	
<input type="checkbox"/> I will pick up my certification when it's ready, send e-mail to my Virginia Tech e-mail account (PID). <input type="checkbox"/> Please mail the completed paperwork to me at the above address <input type="checkbox"/> Please mail the completed paperwork to the institution <input type="checkbox"/> Please mail the completed paperwork to a third-party <i>Third Party Address:</i> _____ _____ _____	<div style="border: 1px solid black; padding: 5px;"> <p>For mail requests, a stamped, addressed envelope must be enclosed. Otherwise your request will not be processed.</p> </div>

Special Instructions:

Information Release
I, _____, give Student Conduct at Virginia Tech permission to release any and/or all information contained in my disciplinary record to the above listed Institution <i>(Institution Information.</i> Student Signature: _____ Date: _____