

Worcester Polytechnic Institute

Dean of Students

Division of Student Affairs

Conduct Record Release Form

To be completed by the student: Enter your name and address information below, and submit this form to the Dean of Students/Principal's Office at any/all institutions (including secondary schools, colleges or universities) you have attended (one form for each institution).

Name (please print): _____

Permanent Address (city, state, zip): _____

Previous Institution (s): _____ **Dates Attended:** _____

The Family Education Rights and Privacy Act of 1974 (FERPA) guarantees confidentiality of student educational records. As a part of my application, I authorize the Dean of Students Office, Principal's Office or Conduct Affairs Office to release all information pertaining to my conduct and conduct record.

Student Signature: _____ **Date:** _____

To be completed by the Dean of Students Office, Principal's Office or Student Conduct Office from all institutions attended:

The above named student has applied to Worcester Polytechnic Institute. Please complete this form and return it to the Dean of Students Office at WPI at the address below. This information is necessary before any final action may be taken on this student's application. We may follow up with a phone call.

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1. *Is this student in good disciplinary standing at your institution?* **Yes** **No**
 2. *Is this student eligible to return to your institution?* **Yes** **No**

If you answered "No" to question 1 or 2, please provide specific written details on a separate sheet of paper.

3. *Has the student ever been found responsible for a disciplinary violation at your institution, including for academic or behavioral misconduct?* **Yes** **No**
4. *Regardless of the outcome, has this student ever been a respondent in a disciplinary proceeding at your institution or been the subject of a complaint that did not result in a disciplinary proceeding?* **Yes** **No**
5. *Are there any pending or unresolved disciplinary proceedings involving this student at your institution, including any incidents involving this student that have not yet resulted in disciplinary action?* **Yes** **No**

If you answered "Yes" to question 3, 4 or 5, please provide specific written details on a separate sheet of paper.

Signature of University Official

Printed Name

Title

Phone Number