

Dean of Students Certification Form

Required from all applicants who responded "YES" to: "**Has disciplinary action been taken against you at any of the institutions you attended**" on an application for admission to Towson University.

To the applicant:

Please complete the information below and give this form to the Dean of Students (or equivalent office) at the college or university where the disciplinary action occurred. Your application will not be considered complete until this form is received.

Student Name: _____ Last 4 digits of Soc. Sec # _____
Last First Middle Initial

I authorize _____ to provide the information listed below, regarding my
Name of previous institution

personal disciplinary record, to Towson University as part of my application for admission.

Student Signature: _____ Date: _____

Student Mailing Address: _____
Number, Street, and Apartment or PO Box

City State Zip Country

To the Dean:

This form is to be used to report on the applicant's disciplinary record at your school. Your report will be handled with great care. It will be reviewed by the Towson University Admissions Office and the review committee as they decide on each student's application. In accordance with the Family Educational Rights & Privacy Act of 1974, matriculating students have access to their permanent files including forms such as this one. Your comments are important to us and we thank you for your assistance.

This form, once completed, can be sent to Towson University in any of the following ways: as a scanned document to sarp@towson.edu, via fax 410-704-3441.

1. **Is the applicant eligible to return to your institution? If no, please explain.**

2. **Has the applicant been the subject of any disciplinary action for conduct at your institution either on campus or off campus? If yes, please explain the type of violation(s) and include a description of action taken and dates of action. Please also explain the completion status of any sanctions issued.**

3. **Are there any disciplinary charges pending? If yes, please explain.**

4. **Has the applicant been suspended, dismissed, expelled, or withdrawn from your institution for disciplinary reasons? If yes, please explain and include dates of action.**

Additional comments:

Name: _____

Institution Name: _____

Address: _____

Phone: _____ **Email:** _____

Signature: _____