

REQUEST FOR JUDICIAL RECORDS RELEASE FORM

All inquiries and/or submitted forms should be directed to judws@bu.edu

Today's Date: _____
(Records will be made available two to three weeks after initial request)

Student Name: _____

BUID / Last 4 digits of SSN (if BUID unknown): _____

Date of Birth: _____

Contact Number: _____

Email Address: _____

Dates of Attendance at University: _____
(Ex. Fall 2017–Spring 2021)

I am a(n) registered student alumna/alumnus

I request a summary of any and all reportable non-academic disciplinary violations contained within my Boston University student conduct record. Please send a summary of these records to me at the **email address** noted below.

Or:

I request that a summary of any and all reportable non-academic disciplinary violations contained within my Boston University student conduct record be forwarded to the email **address(es) of the institution(s)/person(s)** noted below. You may also check this box if you need transfer, graduate school or other application forms completed on your behalf.

Send to me at **email address** below:

Send to the **institution's/person's email address** noted below:

(You must still provide the institution's/ person's name along with the specific email address.)

Student/Alumna/Alumnus Signature: _____

Please provide specific email addresses when requesting records be sent to an institution. Attach a separate sheet of paper with addresses if necessary. **Failure to do so will delay the processing of your request.**

You are required to provide proof of identity in the form of a BUID or valid driver's license as an attachment to this document. **Failure to do so will delay the processing of your request.**

Please note that our office does not have access to academic conduct records. Please contact your school's academic advising office for this information.

Requests for transcripts are handled through the University Registrar's Office.
<https://www.bu.edu/reg/academics/transcripts/>

Dean's Recommendation Forms/Disciplinary Records Request Forms

Please find below a few points to consider when submitting a disciplinary record request.

- Non-academic disciplinary record checks are conducted by Judicial Affairs judws@bu.edu on a first come, first served basis and typically requires 2 weeks for processing due to the volume of requests. During high volume periods, requests can take up to three weeks to process.
- All non-academic disciplinary records (with the exception of incidents resulting in University Suspension or Expulsion) will be maintained for a period of seven years from graduation or date of last attendance. Incidents resulting in University Suspension or Expulsion will remain on one's record indefinitely.
- Reportable disciplinary sanctions include, but are not limited to, any form of disciplinary probation, residence separation, University suspension or expulsion.
- Non-reportable sanctions include no action letters, letters of notice and letters of warning and reprimand. Such sanctions (or disciplinary proceedings leading to such sanctions) are not disclosed by this office in response to third party inquiries. We acknowledge that some applications require the applicant to disclose whether they have ever been *involved in* disciplinary proceedings. It is the responsibility of the applicant to submit an honest and forthcoming statement regarding any disciplinary charges resulting in a non-reportable sanction.
- Judicial Affairs does not have access to *academic* conduct records for students. Since most transfer and graduate school applications ask for both non-academic and academic conduct histories, Judicial Affairs will, unless otherwise instructed, forward completed background checks and accompanying transfer/grad school applications to a student's BU school/college records office for academic conduct verification. Your BU school/college will send out the completed recommendation forms per emailing instructions. For verification of a student's standing within the university, please contact the Office of the University Registrar at (617) 353-3623 (verifications of enrollment and graduation).
- **Regardless of circumstance, JA will not entertain requests for expedited records processing.**
- Most records summary requests are accompanied by personal requests for expedited processing due to graduate school/transfer application deadlines. We appreciate the timing with which you have to work, but you will be required to follow the same procedure as all other Boston University students in accessing disciplinary record information.

- You are advised to complete and submit the necessary forms soon after receipt of your application package. Application deadlines are clearly marked and it is in your best interest to get a head start on those portions of the applications which require administrative processing. **Please plan accordingly.**
- Colleges and Universities are big places, often with hundreds of departments and offices. Please be specific when providing email addresses. For transfer applications, you'll most likely want to provide the address of the admissions department. Failure to be specific will delay and/or result in misplaced or lost records.
- Requests for specific documents within your conduct file or redacted copies of those documents are processed in the same manner and along the same timeline as standard summary requests.
- JA will not disclose the content of a student conduct record (or even the existence of a record) over the telephone.
- In accordance with the Family Educational Rights And Privacy Act (FERPA): “The educational agency or institution, or SEA or its component, shall comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request.”