

## REQUEST FOR JUDICIAL RECORDS RELEASE FORM

All inquiries and/or submitted forms should be directed to [judws@bu.edu](mailto: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.

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

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

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

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Student/Alumna/Alumnus Signature: \_\_\_\_\_

Please provide specific email addresses when requesting records be sent to an institution. Use the other side of the document or 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, in person or as an attached photocopy to this document. **Failure to do so will delay the processing of your request.**

Please note that our office does not access academic sanctions and/or conduct records. Please contact your school's academic advising office for this information.

Please see the Dean of Students' website for more information about our policies on disciplinary records:  
<http://www.bu.edu/dos/policies/lifebook/policies-on-records/>

## **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 records checks are conducted by Judicial Affairs, (25 Buick Street, Suite 150, Phone 617-358-0700, Fax 617-358-0707), on a first come, first served basis and typically require 2-3 weeks for processing due to the volume of requests. During high volume periods, requests can take up to four 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. Because 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 academic school/college will send out the completed recommendation forms per mailing 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).
- **JA will not entertain requests for expedited records processing.**
- If you are submitting the Common App College Report for transfer, you must complete the top portion of the form titled, "Student Section"
- 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.”